

## 3-09/320.15 - Making Changes to Existing Department of Motor Vehicles Confidentiality

Subsequent changes to DMV Confidentiality require an additional Request for Confidentiality of Home Address (INV 32). Reasons for a change in confidentiality include, but are not limited to:

- Deleting confidentiality completely;
- Adding or deleting a spouse and/or child;
- Adding a vehicle;
- Change in job or position (sensitive to non-sensitive position) eligibility;
- Change of qualifying agency (termination or resignation from LASD);
- Change in the legal owner's status on a registration or title: i.e., adding or removing a spouse's name on a registration or title; and
- Transferring a personalized license plate from one vehicle to another.

It is the employee's responsibility to ensure the required information fields are completed before submitting a Request for Confidentiality of Home Address (INV 32) to the Operations Office at their Unit of assignment. The following fields must be completed:

- Field - Name and Address:
  - Complete the qualifying employee's name and address. The address listed for the qualifying employee shall match the home address or post office box listed in the County's Wide Timekeeping and Payroll Personnel System (CWTAPPS) and the Employee Information System (EIS). A work address is an acceptable alternative to the home address or post office box;

**NOTE:** Employees shall update addresses with their Unit timekeeper to ensure their correct address is on file. Addresses which do not match will not be processed.

- Field - Confidentiality Request for:
  - Check the appropriate box(es) to indicate confidentiality request for individual, spouse, child and/or vehicle;
- Field - Service Requested:
  - Complete the appropriate section:
    - Add Confidentiality; or
    - Delete Confidentiality;
- Field - Driver License, Identification Card, Vehicle, and Vessel:
  - List the California Driver License or California Identification Card number for the qualifying employee to be added;
  - Vehicles must be registered in the qualifying employee's or eligible family member's name.

**NOTE:** The qualifying employee and their spouse and/or child are the only family members eligible for confidentiality.

- Field - Qualifying Employee Information:
  - In area “C” enter “Los Angeles County.” Check box “S” for “Sheriff;”
- Field - Certification:
  - The qualifying employee shall complete the following boxes:
    - Date;
    - Signature of qualifying employee;
    - Job title (do not abbreviate);
    - Check “Yes” or “No” for Peace Officer status; and
    - Unit of assignment daytime telephone number.

DMV’s policy states only an original Request for Confidentiality of Home Address (INV 32) form may be submitted (photocopies will not be accepted). The original form (white copy) and yellow copy shall be submitted to the Unit of assignment’s Operations Office.

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