3-09/320.20 - Operations Office Responsibility

Each unit's operations office shall verify the information for each Request for Confidentiality of Home Address (INV 32) form submitted by a qualifying employee. Verification of a Request for Confidentiality of Home Address (INV 32) form shall be completed through the following steps:

- Ensure appropriate fields are completed; and
- Query the DMV database via Justice Database Interface Controller (JDIC) to print and ensure:
    - The qualifying employee, spouse, and/or child's name match DMV's records for the California Driver License, identification card, and the registration of the vehicle(s).

It is the operations staff's responsibility to ensure the eligibility criteria has been met by an employee, an employee's spouse, and/or children. In the case of an employee adding a spouse or child who has a different last name, Personnel Administration will require proper documentation: i.e., photocopy of marriage license, birth certificate, or adoption papers, etc., to ensure the validity of the appropriate relationship to the qualifying employee. Copies of the supporting documentation shall be forwarded to Personnel Administration with the Request for Confidentiality of Home Address (INV 32). If documentation is not available, Personnel Administration will not process the form, and the form will be returned to the employee. Vehicles registered to a spouse or child with a different last name than the qualifying employee will also require supporting document(s) verifying the appropriate relationship to the qualifying employee.

If the information is verified as correct, the unit commander shall write or stamp "Contents Noted" in the margin left of the Employment Verification Information field on the white and yellow copy.

With the form complete and the information verified, the operations office shall send the original and yellow copy of the Request for Confidentiality of Home Address (INV 32) form and the DMV printouts to:

Personnel Administration
101 Centre Plaza Drive
Monterey Park, California 91754
Attention: Personnel Operations Unit

The operations office may want to retain a copy of the INV32 for the employee's personnel folder at the unit.