

# FOR YOUR INFORMATION

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Issue 17-43 (REV)

Date: 10/26/21

## DEPARTMENT OF MOTOR VEHICLE (DMV) REQUEST FOR CONFIDENTIALITY OF HOME ADDRESS

This FYI supersedes and cancels the previously issued notification, FYI 17-43, issued on 12/06/2017.

Child abuse investigators, social workers and employees performing child protective services within a social services department are eligible for Confidentiality of Home Address. Only those with the job title of **DCFS Supervising Children's Social Worker (SCSW), Children's Social Worker (CSW), Dependency Investigator (DI) Assistant, Adoption Assistant (AA), Group Supervisor and Human Services Aide (HSA)**, and their spouse/registered domestic partner and/or child(ren), are eligible for Confidentiality of Home Address. A CSW Intern is not eligible for Confidentiality of Home Address.

In order to obtain confidentiality, the above-mentioned **eligible employees** must complete the INV 32, Request for Confidentiality of Home Address form, which must be requested from your office Staff Assistant.

### EMPLOYEE'S RESPONSIBILITY

#### SECTION 1: EMPLOYEE INFORMATION

Please enter the name exactly as shown on the California Driver's License (DL)/Identification (ID) card, CA driver license number and mailing address. PLEASE DO NOT ABBREVIATE.

- Check all appropriate boxes. If only the driver license record of the qualifying employee is to be updated, continue to the Qualifying Employee Information section.

#### SECTION 2: ADDITION/DELETION OF INFORMATION

Enter the name(s) exactly as shown on the DL/ID card for the spouse/registered domestic partner and/or child(ren) and all vehicle license plate numbers to be updated.

**Note:** Only a spouse/registered domestic partner and child(ren) are eligible for confidentiality of home address. Vehicles must be registered in either the qualifying employee or eligible family member's name.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

*(right click to open footer section and access link)*

For requests made on or after January 1, 2011, the person requesting confidentiality for their spouse or child(ren) shall declare, at the time of the request for confidentiality, whether the spouse or child has been convicted of a crime and is on active parole or probation.

### SECTION 3: QUALIFYING EMPLOYEE INFORMATION

Only one (1) qualifying agency may be updated.

- Complete Section C.
  - Fill in the county name and check the appropriate box.
  - Since DCFS is not listed, mark Box 75 (Other) in Section D and fill in the county, agency name and city: Los Angeles County; Department of Children and Family Services; Los Angeles.

### SECTION 4: EMPLOYEE AGENCY VERIFICATION INFORMATION

- To complete the agency address portion, please enter the following DCFS Headquarters Agency physical address:  
425 Shatto Place, Los Angeles, CA 90020
- Supervisor name and signature:  
**Note: Human Resources will certify and sign the supervisor's section of the INV 32 form.**
- Please do not use white-out, correction tape or cross out any information when completing this form.

Once you have completed the form, the original DMV form (white and yellow) must to be submitted to:

Human Resources  
425 Shatto Place  
Los Angeles, CA 90020  
Attention: Personnel Processing

### ADDITIONAL INFORMATION

Upon the employee's change of classification or separation from DCFS, the Personnel Processing Section will submit a request for removal of the confidential license plate with the State of California. The yellow copy of the INV 32 is to be retained by Personnel Processing in the employee's personnel file. Upon termination of employment, the yellow copy will be forwarded to the Confidential Records Unit.

There is no need to notify the DMV when a vehicle with confidentiality has been sold. Upon transfer into the new owner's name, the confidentiality will automatically be deleted. The confidentiality will move with the prior owner's information.



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