



# DEPARTMENT NOTICE

19-198  
10/03/19

## DMV Confidentiality

Members are reminded that **only** the Staff Services Division can make an official request to the DMV to have a member's home address made confidential.

Only sworn members (active or retired), Community Police Service Aides (active or retired), Community Police Service Aide Supervisors (active or retired), their spouses and children, registered domestic partners, and certain designated civilian employees qualify for DMV confidentiality. All other civilian employees, volunteers and significant others **do not** qualify for confidentiality. (See CVC 1808.4) DMV confidentiality is not available for persons on active parole or probation.

Members who wish to request DMV confidentiality must respond to the Staff Services Division or the Airport Police Bureau in the Administration Section **in person** with their driver's license, vehicle registration information, proof of Marriage or Domestic Partnership and complete DMV form *INV 32*. **This form must be completed at the Staff Services Division or at the Airport Police Bureau in the Administration Section and not be taken to be completed at a later date.** Airport Administration Section shall forward documentation to Staff Services for processing. Members shall also notify the Staff Services Division of any changes that affect the status of confidentiality, such as personal information, divorce or change of domestic partner status, in order to update DMV records.

The Staff Services Division is located at 1245 3rd Street, 5th Floor (Police Headquarters) PHQ and is open Monday through Friday, 0800-1700 hours. Questions regarding DMV confidentiality can be directed to the Staff Services Division at 415-837-7378.

  
WILLIAM SCOTT  
Chief of Police

*Any questions or clarification regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*