



## INSTRUCTIONS FOR REQUEST OF RECORDS PROTECTION

Sections 63G-2-303 and 53-18-103 of the Utah State Code allow for records protection of certain current or former “at-risk government employees” and grants additional records protection for law enforcement officials who request that their records containing specific personal information about themselves or an eligible family member<sup>1</sup> be protected from disclosure to the public.

### **AT-RISK GOVERNMENT EMPLOYEE as defined in Utah Code '63G-2-303 and includes:**

(peace officer; state or federal judge of an appellate, district, justice, or juvenile court, or court commissioner; judge authorized by Title 39, Chapter 6, Utah Code of Military Justice; judge authorized by Armed Forces, Title 10, United States Code; federal prosecutor; prosecutor appointed pursuant to Armed Forces, Title 10, United States Code; law enforcement official; prosecutor authorized by Title 39, Chapter 6, Utah Code of Military Justice; and state or local government employee who, because of the unique nature of the employee’s regular work assignments or because of one or more recent credible threats directed to or against the employee, would be at immediate and substantial risk of physical harm if the employee’s personal information is disclosed.)

### Personal information may be classified as private and protected<sup>2</sup> for all such at-risk government employees and their eligible family members and includes:

- Home address
- Home telephone number
- Personal mobile telephone number
- Personal pager number
- Personal email address
- Social Security number
- Insurance coverage information
- Marital status
- Payroll deductions

### **LAW ENFORCEMENT as defined in Utah Code '53-18-102 and includes:**

(sheriff or deputy sheriff, chief of police, police officer, or marshal of any county, city, or town; the commissioner of public safety and any member of the Department of Public Safety certified as a peace officer; officers within the Division of Wildlife Resources and officers designated as park rangers; any police officer employed by any college or university; investigators for the Motor Vehicle Enforcement Division; investigators for the Department of Insurance, Fraud Division; special agents or investigators employed by the attorney general, district attorneys, and county attorneys; employees of the Department of Natural Resources designated as peace officers by law; school district police officers as designated by the board of education for the school district; the executive director of the Department of Corrections and any correctional enforcement or investigative officer designated by the executive director and approved by the commissioner of public safety and certified by the division; correctional enforcement, investigative, or adult probation and parole officers employed by the Department of Corrections serving on or before July 1, 1993; members of a law enforcement agency established by a private college or university provided that the college or university has been certified by the commissioner of public safety according to rules of the Department of Public Safety; airport police officers of any airport owned or operated by the state or any of its political subdivisions; and transit police officers.)

### Personal information on the County’s publicly accessible websites and databases may be classified as private and protected from public disclosure for all such law enforcement officers and their eligible family members and includes:

- Home address
- Home telephone number
- Personal mobile or pager number
- Personal email address
- Personal photograph
- Directions to locate the officer’s home
- Photographs of the officer or the officer’s family members’ home or vehicle
- Voter registration records
- Marriage licenses and marriage license applications
- Personal information on the assessment roll and index, and on the tax roll and index

If you wish to have your or your eligible family member’s records protected from public disclosure you may fill out the attached application (one for each eligible family member) and signed by the highest ranking elected or appointed official in your chain of command certifying that you are an at-risk government employee or law enforcement officer. Return the application by mail or email to:

Utah County Recorder  
Attn: Lisa K. Nielson  
100 E Center St., Room 1300  
Provo, UT 84606  
Email: [lisan@utahcounty.gov](mailto:lisan@utahcounty.gov)

For questions or further instructions please call 801-851-8183.

**IMPORTANT NOTE: When applying for records protection there may be a delay in the activation of your application if you are in the process of buying a new residence or transferring ownership. The property must be in your name before a protection can be applied. It is important if you have already turned in a completed application to let the Recorder’s Office know when your property transfer has been completed.**

**It is your sole responsibility to re-apply for this protection every four years from the date the application was signed or whenever your personal information may change.**

If you submit the completed application to the Office of the Utah County Assessor, the Assessor’s Office will, as a courtesy, forward it to the County Clerk/Auditor, Treasurer, and Recorder. The Assessor’s Office will also forward your application to Utah County Information Systems. Each of these offices will take steps, as required or allowed by law, to protect the personal information you have identified.

If you seek protection of personal information in the possession of any other government agency, e.g., your employer (outside of Utah County Government employment), a library or recreational center, you must contact that agency directly.

This application will not serve to protect or remove personal information available on commercial websites (i.e. Facebook.com, Zillow.com, etc.) or through search engines such as Google, Yahoo, Bing. If you are concerned about personal information of that nature, you might wish to consult a legal advisor.

<sup>1</sup> Pursuant to Utah Code §53-18-102 and §63G-2-303, Immediate Family Member means: a spouse, child, parent, or grandparent of an at-risk government employee who is living with the employee.

<sup>2</sup> These records will be classified as “private” for purposes of the Government Records Access and Management Act, 63G-2-101 et seq. (“GRAMA”) and will be subject to all protections and procedures set forth in GRAMA.



## APPLICATION FOR RECORDS PROTECTION

### AT-RISK GOVERNMENT EMPLOYEE

*Please Print Clearly*

I, \_\_\_\_\_, hereby request that the following records, which contain my personal information be classified as private pursuant to Utah Code Ann. '63G-2-303, for myself and / or immediate family members residing with me at the address listed below.

Full Legal Name:	Date of Birth:	Telephone:	Mobile: Pager:
Address:	City, Zip	Parcel ID: _____ : _____ : _____	
Email:	Spouses Maiden Name if Married:	Spouses Date of Birth:	

***I am a current or former "At-Risk Government Employee" consisting of one or more of the following (check all that apply):***

1. \_\_\_\_\_ Peace Officer specified in Utah Code Ann. '53-13-102 or a law enforcement official as defined in Section 53-5-711
2. \_\_\_\_\_ State or federal judge of an appellate, district, justice, or juvenile court, or court commissioner, judge authorized by Title 39, Chapter 6, Utah Code of Military Justice, or judge authorized by Armed Forces, Title 10, United States Code
3. \_\_\_\_\_ Federal prosecutor, prosecutor appointed pursuant to Armed Forces, Title 10, United States Code, or prosecutor authorized by Title 39, Chapter 6, Utah Code of Military Justice
4. \_\_\_\_\_ State or local government employee who, because of the unique nature of my regular work assignments or because of one or more recent credible threats directed to or against me, would be at immediate and substantial risk of physical harm if my personal information is disclosed.

**Signature of the highest ranking elected or appointed official in the employee's chain of command.**

<b>MANDATORY</b> (UCA '63G-2-303,2(d)):
Applicant is an at-risk government employee: YES <input type="checkbox"/> Official's Name: _____
Official's Signature: _____

**By execution of this application, I understand and agree to the following:**

1. If records are in the offices of County Recorder, County Treasurer, County Auditor or County Assessor pursuant to this application, I might not receive official notices and announcements affecting my property including notices about proposed annexations, incorporations or zoning modifications or be able to complete a sale of such property without my written consent of release.
2. This request applies only to documents which are listed above or attached hereto.
3. The protection provided by implementing this request is limited. A knowledgeable title researcher may still trace my address through the chain of title.
4. Each time applicable documents are recorded after processing of this application; a new application must be filed to cover those documents.
5. It is the applicant's responsibility to monitor each office in which applications have been filed for records which have not been included in this application and file new applications with respect to such records.
6. This application remains in effect until the earlier of four years after the date which this application was signed by me or one year after official notice of my death is transmitted by my immediate family or my employing agency.
7. That I, or my immediate family, if I am deceased, may rescind this application at any time.

#### RELEASE OF RECORDS

**Records protected pursuant to this application will be released if:**

1. The applicant gives written consent to release the records.
2. A court orders release of the records.
3. This agency receives a request for the records accompanied by a certified copy of the applicant's death certificate.

#### INDEMNIFICATION

I agree to defend indemnify, and hold harmless Utah County, its officers and employees from all demands, claims and actions of the parties caused directly or indirectly by the submission and implementation of this Application for Records Protection.

\_\_\_\_\_  
Signature of Applicant

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_