



## INSTRUCTIONS FOR PERSONAL INFORMATION PROTECTION REQUESTS

Utah State Code §§ 63G-2-303 and 53-18-103 allow for records protection of current or former at-risk government employees, public safety employees, and their eligible family members. For at-risk government employees, personal information may 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. For public safety employees, personal information on the County’s publicly accessible websites and databases may be protected from public disclosure.

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

peace officer as defined by Utah Code § 53-13-101; state or federal judge of an appellate, district, justice, or juvenile court, or court commissioner; judge authorized by Title 39A, Chapter 5, Utah Code of Military Justice or Armed Forces, Title 10, U.S. Code; federal prosecutor; prosecutor authorized by Title 39A, Chapter 5, Utah Code of Military Justice or appointed pursuant to Armed Forces, Title 10, U.S. Code; law enforcement official as defined by Utah Code § 53-5a-311, including deputy district attorney, county attorney, deputy county attorney, attorney general, assistant attorney general designated as criminal prosecutor, city attorney, and deputy city attorney designated as criminal prosecutor; 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.

### **PUBLIC SAFETY EMPLOYEE as defined in Utah Code § 53-18-102 and includes:**

law enforcement officer as defined in Utah Code § 53-13-103; correctional officers as defined in Utah Code § 53-13-104; a dispatcher, or a current or retired employee or contractor of a law enforcement agency or correctional facility.

#### **Personal information includes:**

- Home address
- Personal phone/pager numbers
- Personal email address
- Social security number
- Insurance coverage information
- Marital status
- Payroll deductions
- Voter registration record

#### **Personal information for public safety employees also includes:**

- Personal photographs
- Photographs of the employee’s or the employee’s family members’ home or vehicle
- Directions to locate the employee’s home
- Marriage licenses and marriage license applications

### **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 please call 801-851-8183

**IMPORTANT NOTES: 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 protections can be applied. It is important to let the Recorder’s Office know when your property transfer has been completed if you have already turned in a completed application.**

**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 (see Utah Code §§ 63G-2-303(6), 53-18-103(4)).**

If you submit the completed application, as a courtesy, it will be forwarded to the County Recorder, County Clerk, and Information Systems. 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 if not Utah County, 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.

Privacy notice: You are receiving this notice because you have chosen to apply for protections as an at-risk government or public safety employee. This application will only be used to protect certain personal information in compliance with 63G-2-303 and 53-18-103. Only Utah County employees necessary to implementing these protections will see your responses. Participation is voluntary, and you may leave portions of the application blank, but failure to provide the necessary information may result in Utah County not taking certain steps to protect your personal information.

Utah County is committed to protecting privacy consistent with Utah Code 63A Chapter 19.



**APPLICATION FOR RECORDS PROTECTION: AT-RISK GOVERNMENT EMPLOYEE**

I, \_\_\_\_\_, hereby request that the following personal information be classified as private pursuant to Utah Code § 63G-2-303.

Full Legal Name:	Maiden name (if applicable):	Spouse's name (if married):
Address:	City, Zip	Parcel ID: ____ : ____ : ____
Check this box if you would like to be listed as private on voter rolls. <input type="checkbox"/>		

\*\*\*If you own other properties or would like to protect eligible family members (ie. a spouse, child, parent, or grandparent who lives with the employee), please attach that information separately.

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

- Peace Officer specified in Utah Code § 53-13-102 or a law enforcement official as defined in Utah Code § 53-5a-311
- State or federal judge of an appellate, district, justice, or juvenile court; court commissioner; judge authorized by Title 39A, Chapter 5, Utah Code of Military Justice; or judge authorized by Armed Forces, Title 10, United States Code
- Federal prosecutor; prosecutor appointed pursuant to Armed Forces, Title 10, United States Code; or prosecutor authorized by Title 39A, Chapter 5, Utah Code of Military Justice
- 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, am at immediate and substantial risk of physical harm if my personal information is disclosed

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

<b>MANDATORY</b> (Utah Code § 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:**

- 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. I also might not be able to complete certain transactions against my property, including completing a sale, without my written consent of release.
- The protection provided by implementing this request is limited. A knowledgeable title researcher may still trace my address through the chain of title. If I rent property in Utah County, the County is unable to make the property records private.
- Each time applicable documents are recorded after processing this application; a new application must be filed to cover those documents.
- If I am an elected official or am married to one, my marital status may be disclosed as required on a conflict of interest disclosure.
- This request applies only to information sources that Utah County departments routinely protect as required by statute. It is my responsibility to monitor each office in which personal information has been provided that may appear in records or be posted publicly which have not been included in this application and file new applications with respect to such records.
- This application remains in effect for the shorter of four years from 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.
- 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: (a) I give written consent to release the records; (b) a court orders release of the records; (c) Utah County receives a request for the records accompanied by a certified copy of the applicant's death certificate; (d) the record is a voter registration record and the request complies with Utah Code § 63G-2-303; or (e) as otherwise required by law.
- 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 Personal Information Protection.

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

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