



# OFFICE OF THE COUNTY RECORDER

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RECORDER

## Frequently Asked Questions Regarding Confidential Information

Nevada law authorizes certain persons and entities to request that certain personal information contained in records of the County Recorder remain confidential.  
NRS 247.500-247.600

### What is “Personal Information”?

Personal Information means:

- (A) The home address of a person
- (B) The home address of the spouse, domestic partner, or minor child of a person
- (C) Any telephone number or electronic mail address of a person; and
- (D) Any information pertaining to a confidential location maintained by a nonprofit entity in this State for the purpose of providing shelter to victims of domestic violence but does not include an assessor’s parcel number.

### Who may request that personal information contained in the records of the county recorder be kept confidential?

- (A) The following persons may request that the personal information be kept confidential:
  - 1. Any justice or judge in this State.
  - 2. Any senior justice or senior judge in this State.
  - 3. Any court-appointed master in this State.
  - 4. Any clerk of a court, court administrator or court executive officer in this State.
  - 5. Any district attorney or attorney employed by the district attorney who as part of his or her normal job responsibilities prosecutes persons for:
    - (a) Crimes that are punishable as category A felonies; or
    - (b) Domestic Violence
  - 6. Any state or county public defender who as part of his or her normal job responsibilities defends persons for:
    - (a) Crimes that are punishable as category A felonies; or
    - (b) Domestic Violence
  - 7. Any person, including without limitation, a social worker, employed by this State or political subdivision of this State who as part of his or her normal job responsibilities:
    - (a) Interacts with the public; and
    - (b) Performs tasks related to child welfare services or child protective services or tasks that expose the person to comparable dangers.
  - 8. Any county manager in this State.
  - 9. Any inspector, officer or investigator employed by this State or a political subdivision of this State designated by his or her employer:

- (a) Who possesses specialized training in code enforcement;
  - (b) Who as part of his or her normal job responsibilities interacts with the public; and
  - (c) Whose primary duties are the performance of tasks related to code enforcement.
10. Any county or city clerk or registrar of voters charged with the powers and duties relating to elections and any deputy appointed such county or city clerk or registrar of voters in the elections division of the county or city.
  11. Any person for whom a fictitious address has been issued pursuant to NRS 217.462 to 217.471, inclusive.
  12. The spouse, domestic partner or minor child of a person described in paragraphs 1 to 11, inclusive.
  13. The surviving spouse, domestic partner or minor child of a person described in paragraphs 1 to 11, inclusive, who was killed in the performance of his or her duties.
- (B) Any nonprofit entity in this State that maintains a confidential location for the purpose of providing shelter to victims of domestic violence may request that the personal information described in subsection 4 of NRS 247.520 that is contained in the records of a county recorder be kept confidential.

**Can the county recorder provide confidential information without a release?**

- (A) Yes, the county recorder can provide confidential information for use to the following persons or entities:
1. By any governmental entity, including, without limitation, any court or law enforcement agency, in carrying out its functions, or any person acting on behalf of a federal, state, or local governmental agency in carrying out its functions.
  2. In connection with any civil, criminal, administrative or arbitration proceeding before any federal or state court, regulatory body, board, commission or agency, including, without limitation, use for service of process, investigation in anticipation of litigation, and execution or enforcement of judgments and orders or pursuant to an order of a federal or state court.
  3. By a private investigator, private patrol officer or security consultant who is licensed pursuant to chapter 648 of NRS, for any use authorized pursuant to this section.
  4. In connection with an investigation conducted pursuant to NRS 253.0415 or 253.220.
  5. In activities relating to research and the production of statistical reports, if the address or information will not be published or otherwise disclosed or used to contact any person.
  6. In the bulk distribution of surveys, marketing material or solicitations, if the county recorder has adopted policies and procedures to ensure that the information will be used or sold only for use in the bulk distribution of surveys, marketing material or solicitations.
  7. By a reporter or editorial employee who is employed by or affiliated with any newspaper, press association or commercially operated, federally licensed radio or television station.
  8. By a title agent or title insurer acting pursuant to chapter 692A of NRS.
- (B) Except for a reporter or editorial employee described in paragraph (g) of subsection 1, a person who obtains information pursuant to this section and sells or discloses that information shall keep and maintain for at least 5 years a record of:
1. Each person to whom the information is sold or disclosed; and
  2. The purpose for which that person will use the information.

**How long does it take for my request to be processed?**

All requests will be processed in the order received by the County Recorder.

## **What do I need to present to the Recorder's Office?**

- (A) Please present the certified District Court Order and the Affidavit to the Clark County Recorder's Office. Please include a cover letter with your contact information or business card i.e., name and telephone number, for notification if there are any issues with processing your request.
- (B) A person for whom a fictitious address has been issued pursuant to NRS 217.462 to 217.471, inclusive, may request the county recorder to maintain the personal information of the person in a confidential manner without obtaining a court order pursuant to subsection 1 by submitting to the county recorder:
1. A sworn affidavit which:
    - (a) States that the affiant has been issued a fictitious address pursuant to NRS 217.462 to 217.471, inclusive; and
    - (b) Sets forth the document numbers of all records of a county recorder that contain confidential information; and
    - (c) Proof that the person has been issued a fictitious address pursuant to NRS 217.462 to 217.471, inclusive, including, without limitation, a confirmation letter and a copy of the enrollment card if such documents are issued by the Division of Child and Family Services of the Department of Health and Human Services. Upon request of the county recorder, the Division shall verify whether a person who has submitted a request pursuant to this subsection has been issued a fictitious address pursuant to NRS 217.462 to 217.471, inclusive.

## **Can I mark a record confidential before it's recorded with your Office?**

No, the document instrument number is required. Please be advised that only those documents identified by their instrument number(s) in the certified Affidavit will be made confidential.

## **How long does the record remain confidential?**

Upon sufficient notice to the Clark County Recorder that the real property subject to the court order and/or affidavit has been conveyed from a person named in the court order and/or affidavit may without further order by the court, terminate the nondisclosure of confidential information or upon notification by the person who obtained the order.

## **Why does my record still appear on the Recorder's webpage after it was marked confidential?**

Only the information considered personal information as defined by NRS 247.520 is deemed as confidential.

## **Can I mark a record confidential that does not contain any personal information?**

No. Only the information considered personal information as defined by NRS 247.520 is deemed as confidential.

## **Where do I apply to get my personal information to be made confidential?**

Please contact the State of Nevada District Court at:  
<http://www.clarkcountycourts.us/departments/clerk/common-forms/> or  
Nevada Department of Health and Human Services Division of Child & Family Services at:  
[https://dcfs.nv.gov/Programs/CAP/CONFIDENTIAL\\_ADDRESS\\_PROGRAM/](https://dcfs.nv.gov/Programs/CAP/CONFIDENTIAL_ADDRESS_PROGRAM/)  
for more information regarding this process.