

Checklist for Non-Public Information Forms

Print the non-public information on these documents and omit the information from the public records.

Keep a copy of all documents for your records.

For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).

(1) Non-public Information – Parent Identification and Location

- This information is required by the U.S. Secretary of Health and Human Services. If the information changes, you must complete and file another form. (Utah Code Section 62A-11-304.4.)
- If there is reason to believe that releasing your residential address to the other party may result in physical or emotional harm to you or to your child, check the box and omit your residential address from this form. Print your residential address on the Safeguarded Address form, which is described below.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the original form with the judicial services representative.

(2) Non-public Information – Minors

- Identifying information about a minor is private except in a criminal case, name change of a minor, or appointing a guardian or conservator for a minor. Use this private form to identify the minor, and in the public document include only the child's initials and month and year of birth.
- If custody or parent time is part of the case, you must also identify the places where the minor has lived during the last 5 years and the name and current address of the person with whom the child lived. If custody or parent time is not part of the case, do not include this information.
- If the information for a child is the same as for another, print "same as _____" (child's name) in the box.
- If there is reason to believe that releasing the child's residential address to the other party may result in physical or emotional harm to the child, check the box and omit the residential address from this form. Print the residential address on the Safeguarded Address form, which is described below.
- Date and sign the form in front of a judicial services representative or notary public.
- Complete the Certificate of Service.

- Serve the form on the other party.
- File the original form with the judicial services representative.

(3) Non-public Information – Safeguarded Address

- A residential address can be safeguarded only if you have a court order or agency order allowing you to keep your address private, **OR** in a case about:
 - a protective order ([Utah Code Section 78B-7-109](#))
 - a stalking injunction ([Utah Code Section 77-3a-101](#))
 - a parentage order ([Utah Code Section 62A-11-304.4](#))
 - a custody order ([Utah Code Section 78B-13-209](#))
 - a support order ([Utah Code Section 78B-14-312](#))
- If you have asked that your residential address or that of your child be safeguarded, omit the residential address from all other documents, and print it here.
- Print the name, address, city, state, and zip code of the person whose address will be safeguarded.
- Date and sign the form.
- Do not** serve the form on the other party.
- File the original form with the judicial services representative.

(4) Non-public Information – Personal Information

- Use this form to provide the court with personal identifying information about a party or non party.
- Note that a business address, phone number and email address of a person or business is public and can be written on public documents.
- Use this document only if the identifying information is necessary residential or personal identifying information.
- The final table is for any other necessary non-public information. Print the name and paragraph number of the document to which the information refers.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the original form with the judicial services representative.