

REQUEST FOR NONDISCLOSURE OF EMPLOYEE HOME ADDRESSSTD. 677 (NEW. 2-99)
(Corrected 3-99)**PLEASE TYPE OR USE BALL POINT PEN - PRINT CLEARLY**

| | |
|------------------------------------|---------------------------------------|
| NAME (Last, First, Middle Initial) | SOCIAL SECURITY NUMBER : : : |
|------------------------------------|---------------------------------------|

Pursuant to Government Code Section 6254.3:

- (a) The home addresses and home telephone numbers of state employees and employees of a school district or county office of education shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information may be made as follows:
- (1) To an agent, or a family member of the individual to whom the information pertains.
 - (2) To an officer or employee of another state agency, school district, or county office of education when necessary for the performance of its official duties.
 - (3) To an employee organization pursuant to regulations and decisions of the Public Employment Board, except that the home addresses and home telephone numbers of employees performing law enforcement-related function shall not be disclosed.
 - (4) To an agent or employee of a health benefit plan providing health services or administering claims for health services to state, school districts, and county office of education employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.
- (b) Upon written request of any employee, a state agency, school district, or county office of education shall not disclose the employee's home address or home telephone number pursuant to paragraph (3) of subdivision (a) and an agency shall remove the employee's home address and home telephone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.

CHECK APPROPRIATE BOX

- I request that my home address not be disclosed as provided by Government Code Section 6254.3(b). I understand that my home address can be disclosed to specified individuals or organizations under Government Code Sections 6254.3.
- I cancel my previous request of having my home address not be disclosed.

PRIVACY NOTICE

The Information Practices Act of 1977 (California Civil Code Section 1798.17) and the Federal Privacy Act (5 USC 552a, subd. (e)(3)) require this notice to be provided when collecting personal information from individuals. Information requested on this form, which includes the social security number, is used for the purposes of identification and the address withhold processing. Furnishing the requested information on this form is mandatory. Failure to provide the mandatory information may result in the address withhold action not being processed or being processed incorrectly.

Legal references authorizing the maintenance of this information include: Federal Internal Revenue Code (26 USC Sections 3402(a), 6011, 6051, and 6109) and the regulations thereto; and California Government Code Sections 12470 through 12479 and 16391 through 16395; delegated authority from the State Personnel Board; and delegated authority from the Trustees of the California State University.

Employees have the right to review their own personal information maintained by the State Controller's Office unless access is denied by law. Contact: Personnel/Payroll Services Division, State Controller's Office, P.O. Box 942850, Sacramento, CA 94250-5878.

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| EMPLOYEE SIGNATURE | DATE SIGNED |
|--------------------|-------------|

PERSONNEL OFFICE USE ONLY

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|----------------------|-------------------------|---------------|
| REVIEWER'S SIGNATURE | TELEPHONE NUMBER () | DATE REVIEWED |
| AGENCY | UNIT | KEYED BY |
| | | DATE KEYED |