

**Using This Revisable PDF Form**

1. Copies – as many as will be needed for a file copy to be placed in sealed envelope and to attach for use in service.
2. Prepared by petitioner or other party filing a pleading in all protective order cases and in custody and support cases where the petitioner requests nondisclosure.
3. Attachments – none.
4. Preparation details –
  - a. This form should be used in all protective order cases to collect the name(s), address(es), date(s) of birth, race(s), gender and telephone number(s) of the person(s) to be protected. In cases involving custody, this form should be completed only if the person completing district court form DC-620, AFFIDAVIT, has checked the box on that form requesting that certain information not be disclosed. Only that information that is not included on the DC-620, AFFIDAVIT, should be included on this form. In support cases, this form should be used when a person asserts that there is a protective order in force or where there is an allegation that the petitioner is at risk of physical or emotional harm from the other party.
  - b. A copy of this form can be used by the sheriff's department to provide service. It should be stressed that no information contained on the form should be disclosed to the public or the parties.

## THIS IS CONFIDENTIAL INFORMATION

## NON-DISCLOSURE ADDENDUM

Commonwealth of Virginia

Case No. **1**

2

[ ] **PROTECTIVE ORDER**

IN PROTECTIVE ORDER CASES, THIS INFORMATION SHALL NOT BE RELEASED EXCEPT BY COURT ORDER OR WHEN NECESSARY FOR USE BY LAW ENFORCEMENT.

[ ] **UCCJEA AFFIDAVIT**

IN CASES IN WHICH A UCCJEA AFFIDAVIT IS REQUIRED AND A PERSON REQUESTS THAT INFORMATION BE KEPT CONFIDENTIAL, THIS INFORMATION SHALL NOT BE RELEASED EXCEPT BY ORDER OF THE COURT.

[ ] **PETITION** [ ] **MOTION TO AMEND** [ ] **MOTION FOR SHOW CAUSE**

IN SUPPORT CASES WHERE A PERSON REQUESTS THAT INFORMATION BE KEPT CONFIDENTIAL, THE INFORMATION SHOULD NOT BE RELEASED EXCEPT BY ORDER OF THE COURT.

**SHERIFF/PROCESS SERVER: THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL AND MAY NOT BE DISCLOSED TO THE PARTIES OR TO THE PUBLIC.**In re: **3**

CHILD

**4**

V.

**5**

NAME AND ADDRESS OF PERSON WHOSE INFORMATION IS TO BE PROTECTED

**6**

HOME TELEPHONE NUMBER

**7**

WORK TELEPHONE NUMBER

**PROTECTIVE ORDER CASES ONLY** Information for each protected person or each person requested to be protected.

NAME (LAST, FIRST, MIDDLE)

**8**

D.O.B.

RACE

SEX

**SUPPORT CASES ONLY** Va. Code § 20-60.3 Include this information for the person whose information is to be protected.DCSE ID No. **9**Driver's License No. and State **11**Social Security No. **10**Date of Birth **12****UCCJEA AFFIDAVIT USE ONLY** Va. Code § 20-146.20E

In addition to above, complete only the information that has been omitted from the DC-620, AFFIDAVIT form:

1. The child presently resides at **13**

ADDRESS

The child commenced residing there on **14** and has resided there continuously to this date.

DATE

2. The other places where and persons with whom this child has lived during the last five (5) years include:

**15**

3. I know of a person who is not already named as a party in this proceeding who has physical custody of this child or who claims to have custody or visitation rights with respect to the child. The name and address of that person is:

**16**4. Anything else from the affidavit not contained above: **17**

**Data Elements**

This information should be completed by all persons filing this form:

1. Court case number.
  2. Check appropriate box to indicate the type of case.
  3. Child's name, if applicable.
  4. Style of case, if applicable.
  5. Name and address of person whose information is to be protected.
  6. Home telephone number of person named in Data Element No. 5.
  7. Work telephone number of person named in Data Element No. 5.
8. If the case involves an order of protection, insert information for each protected person or each person requesting to be protected.

This additional information should be completed only in support cases.

9. If the case is a matter of support, insert DCSE identification number.
10. Insert social security number of the person whose information is to be protected.
11. Insert driver's license number and the state of the person whose information is to be protected.
12. Insert date of birth of the person whose information is to be protected.

This additional information should only be completed if this form is being filed with a DC-620 UCCJEA affidavit in a case involving custody.

13. Present address of child whose custody is at issue if omitted from Affidavit.
14. Date child moved to this address if omitted from Affidavit.
15. Insert addresses of places where child lived in last five years if omitted from Affidavit.
16. Insert name and address of person claiming custody and other information as appropriate.
17. Insert any information from the Affidavit that should not be disclosed that is not already included on this form.