

137-055-1180

Confidentiality -- Address of Record

(1) "Address of record" means an address provided by a party in a child support or paternity case to the administrator that may be an address other than the party's home address but is an address where the party can receive legal papers. The address of record may be released in writing to the other party(ies) during the pendency of a child support or paternity legal proceeding. The address of record will be used on all legal documents.

(2) A party may provide or amend an address of record to the administrator at any time the child support case is open.

(3) The Child Support Program will provide annual notice to parties that they may provide an address of record to the administrator at any time.

(4) The administrator will provide notice to parties of the opportunity to provide an address of record at the initiation of any legal action that requires the service of legal documents on a party or would cause the following to be shared with the other party as part of the legal action:

(a) Home, mailing or contact address;

(b) Social security number;

(c) Telephone number;

(d) Driver license number;

(e) Employer's name, address and telephone number.

(5) The administrator will maintain the address of record on the case record.

(6) If a party has provided an address of record and the address is more than six months old, the administrator will provide the party with notice and opportunity to update the address of record prior to initiating any legal action.

(7) An address of record may be any place that a party can receive mail but must be located within the same state as the party's home.

(8) An address of record will be documented on the case record and will remain in force until such time as a party retracts the address of record in writing.

(9) When a party provides an address of record during a hearing, a final order issued under OAR 137-003-0665 must include a notation of the address of record.

(10) Notwithstanding the provisions of section (8), when documents sent to a party's address of record are returned because the address of record is not valid, the administrator will use, in order of preference, the party's mailing, contact or residence address as the address of record. The administrator will notify the party that such address may be released to the other party(ies), and inform the party that a new address of record may be submitted.

Stat. Auth.: ORS 180.345

Stats. Implemented: ORS 25.011, 25.020, 25.080 and 25.085

Effective Date: January 3, 2006