

# REQUEST TO REDACT SOCIAL SECURITY NUMBER FROM PUBLIC DOCUMENTS

(One form per person)

“Unless another law requires a social security number to be maintained in a government document, on written request from an individual or the individual’s representative the clerk shall redact within a reasonable amount of time all but the last four digits of the individual’s social security number from information maintained in the clerk’s official public records. The individual or individual’s representative must identify, using a form provided by the clerk, the specific document(s) from which the partial social security number shall be redacted.” Excerpt from H.B. 2061, as signed by the governor.

I request that my social security number found in the following document(s) be removed from public access:

| Name listed on Document | Document Title | Court Case Number | Page # |
|-------------------------|----------------|-------------------|--------|
| _____                   | _____          | _____             | _____  |
| _____                   | _____          | _____             | _____  |
| _____                   | _____          | _____             | _____  |
| _____                   | _____          | _____             | _____  |
| _____                   | _____          | _____             | _____  |
| _____                   | _____          | _____             | _____  |

I am the owner of the Social Security Number that appears in the document(s) listed above. I submit this request for the purpose of preventing full disclosure of the SSN and I understand that the last four digits must remain in the public document as required by law.

\_\_\_\_\_  
Signature Date Daytime Phone Number

For Office Use

DATE REQUESTED: \_\_\_\_\_ DATE REDACTION COMPLETED: \_\_\_\_\_

REDACTION COMPLETED BY: \_\_\_\_\_