

STATE OF OREGON – DEPARTMENT OF CORRECTIONS  
Human Resources Division



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◆ MEMORANDUM ◆

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DATE: May 3, 2011

TO: DOC Employees in positions covered by Police and Fire (P&F)

FROM: Maggie Wollaston, HR Operations Administrator *Maggie Wollaston*

RE: Protection of your home address

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ELIGIBILITY:

Effective October 3, 1989, the law was changed to allow certain eligible employees to have their agency address listed on Motor Vehicles Division records instead of their residence address.

Eligibility Criteria: If the position/incumbent meets at least one of the following criteria, the incumbent shall be entered into or maintained in the PERS under the designation of police officer:

1. Employees of institutions defined in ORS 421.005 as Department of Corrections institutions whose duties, as assigned by the Director, include the custody of persons committed to the custody of or transferred to the Department of Corrections. ORS 238.005(16)(a)
2. An employee who for seven consecutive years has been classified as a police officer as defined by ORS 238.005(16), who is employed or transferred by the Department of Corrections to fill a position designated by the Director as being eligible for police officer status. ORS 238.005(16)(o)
3. An employee of the Department of Corrections classified as a police officer on or prior to July 27, 1989, whether or not that classification was authorized by law, so long as the employee remains in the position held on July 27, 1989. ORS 238.005(16)(p)
4. The Director of the Department of Corrections.

Procedure:

To change your Vehicle Registration Record, you must complete the Form 735-6438B and send it to: Department of Corrections, Personnel Records Unit, 1793 13<sup>th</sup> St. SE, Salem, OR 97310. If you want a new registration card with the agency address, you must submit \$5.00 with your request to Motor Vehicles Division.

To change your address on your driver's license and your driving record, you must complete Form 735-6438-D. If you submit the form at your renewal time, you will pay only the applicable renewal fee.

If you leave the Department of Corrections or if you no longer meet the eligibility criteria, you must notify the Motor Vehicles Division within 30 days by using the change of address Form 6438 (available at any Motor Vehicles Division office).

If you have questions or need additional forms, please contact Personnel Records.



DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

# REQUEST FOR POLICE OR PUBLIC AGENCY ADDRESS ON DMV RECORDS

NAME (PRINT LAST, FIRST, MIDDLE)		ODL / ID / CUSTOMER NUMBER	DATE OF BIRTH
NAME OF ELIGIBLE HOUSEHOLD MEMBER (PRINT LAST, FIRST, MIDDLE)		ODL / ID / CUSTOMER NUMBER	DATE OF BIRTH
NAME OF ELIGIBLE HOUSEHOLD MEMBER (PRINT LAST, FIRST, MIDDLE)		ODL / ID / CUSTOMER NUMBER	DATE OF BIRTH
AGENCY STREET ADDRESS (REQUIRED)		REQUESTOR'S TELEPHONE NUMBER (AND EXT. IF ANY) ( )	
CITY, STATE, ZIP CODE		COUNTY OF AGENCY	
AGENCY MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS)			
CITY, STATE, ZIP CODE		COUNTY OF MAILING (IF DIFFERENT)	
I certify that one of the persons above is employed with this agency and is a police officer as defined in ORS 801.395 or is an eligible public employee as defined in ORS 802.250(4). I also certify that this agency will notify DMV within 30 days if the eligible employee ceases to be employed by this agency.			
AGENCY NAME	NAME OF AUTHORIZED SIGNATURE FOR AGENCY (PRINTED)		TITLE
AGENCY TELEPHONE NUMBER (AND EXT. IF ANY) ( )	AUTHORIZED SIGNATURE FOR AGENCY <b>X</b>		DATE

735-6438A (2-08)

--- TEAR ON PERFORATION ---  
DO NOT SEND BOTTOM PART TO DMV

## INSTRUCTIONS

Police officer and eligible public employees must use this form to apply for the use of an agency address on their DMV records. Household members residing with them may also be listed on the form to use the agency address. If you transfer employment to another agency where you are still eligible to use the agency address, you must complete another form. When you are no longer employed by the agency, you and any eligible household members listed on the form must notify DMV. This may be done by completing a Change of Address Notice for DMV Records, Form 735-6438. These forms are available on the Internet at [www.oregondmv.com](http://www.oregondmv.com) or at all DMV offices.

To request to use your public agency address on DMV records:

- Complete the entire form with all applicable information.
- Include the customer number and date of birth for each person requesting to use the address. A customer number is the Oregon driver license, instruction permit or identification card number for the person.
- The request must be signed by the representative of the agency.

You can mail the form to DMV Confidential Records Desk at 1905 Lana Ave. NE, Salem, OR, 97314. You and any eligible household members will receive an address change sticker for your Oregon driver license, instruction permit or identification card.

If you wish to purchase a replacement license, permit or identification card with the new address on it, you must take the form to a DMV office and pay for a replacement.

If you have any questions, please call (503) 945-5511.

You will not receive a new registration card for your vehicle(s) until you renew the tags. You may cross out the old address on your current registration card and write in the new address. If you prefer to purchase a replacement registration card with the new address on it, you must complete an Application for Registration, Form 268, and submit it to DMV with a \$5.00 replacement fee.

(See eligibility requirements on back)

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### WHO IS ELIGIBLE TO USE THIS FORM

1. A "police officer" as defined in ORS 801.395 includes a member of the Oregon State Police, a sheriff, a deputy sheriff, a law enforcement officer employed by a county law enforcement service district established under ORS 451.410 to 451.610 or a city police officer.
2. A member of the State Board of Parole and Post-Prison Supervision.
3. The Director of the Department of Corrections and an employee of an institution defined in ORS 421.005 as Department of Corrections institutions, whose duties, as assigned by the superintendent, include the custody of persons committed to the custody of or transferred to the institution. ("Institution" is defined as a Department of Corrections facility used for the incarceration of persons sentenced to the custody of the Department of Corrections. This includes the satellites, camps or branches of those facilities. "Correctional facility" means an institution for the confinement of persons convicted of a criminal offense or held by a court order.)
4. A parole and probation officer employed by the Department of Corrections and an employee of the Department of Corrections Release Center whose duties, as assigned by the Chief of the Release Center, include the custody of persons committed to the custody of or transferred to the Release Center.
5. A police officer appointed under ORS 276.021 or 276.023 defined as State building police officers who protect the buildings and property in the capitol area that are within the jurisdiction of the Oregon Department of Administrative Services and enforce traffic and parking rules established by the department in areas subject to its jurisdiction. Also, a police officer appointed by the Legislative Administration Committee to protect the State Capitol.
6. An employee of the State Department of Agriculture who is classified as a brand inspector by the Director of Agriculture.
7. An investigator of the Criminal Justice Division of the Department of Justice.
8. A corrections officer as defined in ORS 181.610. "Corrections officer" is an officer or member of a law enforcement unit who is employed full time and primarily performs the duty of custody, control or supervision of individuals convicted of or arrested for a criminal offense and confined in a place of incarceration or detention other than a place used exclusively for incarceration or detention of juveniles.
9. An employee of the Department of Human Resources whose duties include personal contact with clients or patients of the department.
10. An employee of the Oregon Youth Authority whose duties include personal contact with persons committed to the legal or physical custody of the authority.
11. A district attorney as defined in ORS 131.005, or deputy district attorney.
12. Any judge of a court of this state.
13. A federal officer. "Federal officer" means a special agent or law enforcement officer employed by:
 

A. The Federal Bureau of Investigation (FBI);	F. The United States Postal Service;	K. The Internal Revenue Service (IRS);
B. The United States Secret Service;	G. The United States Customs and Border Protection;	L. The United States Department of the Interior; or
C. The United States Citizenship and Immigration Services (CIS);	H. The United States General Services Administration (GSA);	M. Any federal agency if the person is empowered to effect an arrest with or without warrant for violations of the United States Code and is authorized to carry firearms in the performance of duty.
D. The United States Marshals Service;	I. The United States Department of Agriculture (USDA);	
E. The Drug Enforcement Administration (DEA);	J. The Bureau of Alcohol, Tobacco, Firearms, and Explosives;	
14. An employee who provides educational services who meets ALL of the following tests:
  - You work for an education service district, a community college district, or a state officer, agency, board or commission in the executive branch of state government
  - You provide instruction, or services related to instruction, in a setting other than a school of a subject usually taught in an elementary school, a secondary school or a community college, or you provide special education.
  - You provide that instruction to:
    - Clients\* or patients of the Department of Human Services, or
    - Persons who are under the jurisdiction of the Psychiatric Security Review Board, or
    - Persons who are under the custody or supervision of the Department of Corrections, the State Board of Parole and Post-Prison Supervision, a community corrections agency, the Oregon Youth Authority, or a juvenile department.

*\* For purposes of this form, a "Client" of DHS is defined as a person who receives at least one direct DHS client-based service or benefit. The service or benefit must be received directly by the person or their family. Examples of clients include: recipients of public assistance such as food stamps or cash benefits; people receiving protective services from DHS; members of the Oregon Health Plan; and children in the custody of DHS. If you have questions about whether individuals you provide service or benefits to are considered a client of DHS, please contact DMV at 503-945-5511.*
15. An employee of the Oregon Liquor Control Commission who is:
  - A. An inspector;
  - B. An investigator; or
  - C. A regulatory manager.
16. A household member of a police officer or eligible public employee listed in 1-15.