# JIS Person Business Rules

## 8.00 ADDRESSES

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| **8.01** | **Mailing Address Is Required** |
| One and only current mailing address shall always be recorded for a JIS person record, except as noted in rule 8.30. If a person has only one address, it shall be recorded as a mail type address. This shall be enforced by system edits. | |
| **8.02** | **Residence Address Is Optional** |
| Multiple current residence addresses may be recorded for a JIS person record. | |
| **8.03** | **Use Standard Address Abbreviations And Data Entry Procedures** |
| All courts shall utilize the United States Postal Service (USPS) Postal Addressing Standards when entering mailing and residence address information for JIS person records. This includes the USPS Preferred Addressing Standards and Abbreviations as documented in the current edition of the USPS Postal Addressing Standards. | |
| **8.10** | **Case Participant Address To Be Kept Current** |
| The best address for case participants on the JIS Person Database is the most recent known address. This address shall be considered the person's mailing address. | |
| **8.11** | **Use Of Person Address Fields Restricted** |
| Only house/apartment/street/postal address data shall be entered in the two-part address field. All other notations are disallowed and should be entered ONLY on the case docket. (See also rule 8.13, Use Address Status Code to flag inadequate or undeliverable address.) | |
| **8.12** | **Use Address Status Code To Indicate The Reason For An Address Change.** |
| When changing an address for an existing JIS person record, an address status code indicating the reason for the change shall be recorded. This will be enforced by the system. Whenever possible, retain a physical record of the address change authorization, especially when an address is used for financial transactions. | |
| **8.13** | **Use Address Status Code To Flag Inadequate Or Undeliverable Address.** |
| Upon receipt of authoritative information that a person's current mailing address is inadequate, enter a Status Code on the address in JIS. An example of authoritative information is a postal endorsement on returned mail. Use the hold flag on payables to prevent checks from being mailed to a known 'bad address.' Whenever possible, retain a physical record of the inadequate or undeliverable address documentation in the court case file. | |
| **8.14** | **Addresses For Multiple Persons May Be Changed** |

Addresses for multiple persons linked in a family or AKA relationship may be changed on the Related Address/Phone Change screen (RAPC)
A. only after the address changes for all parties have been verified verbally by a credible source such as a probation officer, attorney, social worker, other criminal justice agency, or parent,
OR
B. When authoritative supporting documentation such as a court order, police report, or return mail from the post office with a forwarding address has been received.
All other Person Business Rules relating to changing an address
(PBR 8.03, 8.10, 8.11, 8.12 and 8.20) must also be followed.

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| **8.20** | **Secretary Of State Confidential Address Program** |

When an individual demonstrates participation in the Secretary of State Confidential Address Program, the court to which evidence is presented is responsible for:
A. Changing the current mailing address contained in the statewide person record to the address issued by the Secretary of State, and
B. Entering an end effective date for current residence addresses in JIS.

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| **8.30** | **Exception: When JIS Person Records Without Addresses Are Allowed** |

Record an address as unknown only when no address data is available or provided upon initiation of juvenile referrals or legal cases. Record an unknown address by entering U in the street and city fields and ZZ in the state field.

# Entering a confidential address into JIS

Answer ID 1953 | Published 01/14/2008 09:28 AM | Updated 10/10/2014 02:15 PM

The Judge ordered that an address be made confidential for a Victim on a case. What is the best way to enter the address or the confidential status into JIS?

The Person Business Rules (PBRs) MUST be followed when entering Names or Addresses into JIS. PBR 8.20 Secretary of State Confidential Address Program specifically addresses the use of the Secretary of State Confidential Address Program.

If the Victim on the case is NOT participating in the Secretary of State Confidential Address Program, you should NOT make any changes to the valid mailing address. Mailing addresses are required on all JIS Person records, per PBR 8.10 Case Participant Address to Be Kept Current, as notices may need to be mailed to the person. The residential address, however, CAN have the **End Effective Date** completed on the Address History (ADH) screen, so it is no longer showing as a valid residential address.

At no time should the word CONFIDENTIAL be added to the Name or Address Fields of the person record. Refer to the following PBRs regarding the restricted use of the Name and Address fields respectively:

- 2.30 Enter Only Individual or Business Names On The JIS Person Database, and
- 8.11 Use of Person Address Fields Restricted

If the Judge determines that the address should NOT be listed in JIS, follow the instructions in:

- PBR 8.30 Exception: When JIS Person Records Without Addresses Are Allowed, and
- eService Answer ID 1943: Entering an unknown address in JIS.

Information on the Secretary of State's Confidential Program for Victims of Crimes can be provided to the Victim. When verification is received that the Victim is part of the program, the mailing address can be updated to the address provided by the program.

See also:

- eService Answer ID 1441: Address Confidentiality Program (ACP) for victims of crimes.
- eService Answer ID 1864: DOL rules regarding the Address Confidentiality Program (ACP).

# Secretary of State's Address Confidentiality Program (ACP) for victims of crimes

Answer ID 1441 | Published 01/09/2006 12:16 PM | Updated 10/20/2009 11:52 AM

Where can I find information about the Address Confidentiality Program (ACP) for victims of crimes involving domestic violence, sexual assault, or stalking?

The ACP program is offered by the Washington State Office of the Secretary of State (OSOS). For more information about this program and to apply for the ACP, please refer to the Address Confidentiality page of the Washington Secretary of State's Web site.

The Revised Code of Washington (statute) authorizing this program is RCW 40.24: Address confidentiality for victims of domestic violence, sexual assault, and stalking.

See also:

- Answer ID 1953: Entering a confidential address into JIS.
- Answer ID 1864: DOL rules regarding the Address Confidentiality Program (ACP).

# DOL rules regarding the Address Confidentiality Program (ACP)

Answer ID 1864 | Published 08/21/2007 03:55 PM | Updated 10/20/2009 11:52 AM

What kind of reporting does DOL require when a party to a case is a member of the Washington State Secretary of State's Address Confidentiality Program (ACP)?

See **Section III Record Keeping**, Sub-section **Address of Record** of the DOL Reporting Manual, for information about ACP records with the Department of Licensing (DOL).

A link to this manual in PDF format is located near the bottom of the Reporting and Recording Requirements Manual page of the DOL Web site.

See also:

- Answer ID 1441: Address Confidentiality Program (ACP) for victims of crime.
- Answer ID 1953: Entering a confidential address into JIS.

# Entering an unknown address in JIS

Answer ID 1943 | Published 12/12/2007 08:13 AM | Updated 10/20/2009 11:52 AM

What are the guidelines for entering an unknown or general delivery address in JIS?

**When CREATING a person record, an address is always required.**

- **If the exact address is not known:**
  - Enter UNKNOWN in the **Addr** and **City** fields.
  - Enter **State Code** ZZ (unknown state) in the State field.
  - The **Zip Code** field is optional and may be left blank.
  - Enter **County Code** 99 (Unknown County) in the **County (CO)** field.
  - The **Country (CY)** field defaults to US, or enter any other valid **Country Code**.
- **If the person receives mail via General Delivery:**
  - Enter GENERAL DELIVERY in the **Addr** field on the Individual Information (PER) screen.
  - Also on the PER screen, enter the appropriate City, State, and Zip Code.

**When UPDATING a person record, however, do NOT change a known address to UNKNOWN.**

- Instead, flag the bad address with an appropriate Status code on the Address history (ADH) screen.