



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	5	Community Affairs	
Chapter	61	Address Confidentiality Program	1/11/2010
Subchapter:	10	Agency Exemption Requests	
Section	1	Requirements of request for exemption (N.J.A.C. 5:61-10.1)	

§5:61-10.1 Requirements of request for exemption

(a) A provider agency requesting an exemption from the provisions of this chapter shall provide a written request to the Commissioner which includes the following:

1. Identification of the statute or administrative rule which demonstrates the provider agency's bona fide requirement and authority for the use of the actual address of an individual;
2. Identification of the specific record for which the exemption is requested;
3. A description of the specific record or record series;
4. Identification of the individuals who will have access to the record;
5. An explanation of how the provider agency's acceptance of a substitute address will prevent the agency from meeting its obligations under the statute or rule identified in (a)1 above; and
6. An explanation of why the provider agency cannot meet its statutory or administrative obligations by a change in its internal procedures.