

THE LAW OFFICES OF ROBERT L. DRIESSEN

DATE: \_\_\_\_\_

PERSONAL INFORMATION:

Name \_\_\_\_\_

DOB: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_ Place of birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I authorize emails concerning my case.  I authorize emails of general interest from The Law Offices of Robert L. Driessen.

Spouse's Name: \_\_\_\_\_ (Maiden name): \_\_\_\_\_ DOB: \_\_\_\_\_

Address(if different from yours): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

CRIMINAL/IMMIGRATION HISTORY:

List all previous convictions with dates: \_\_\_\_\_

Are you currently on probation?: Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

What is your immigration status?: US Citizen \_\_\_ Permanent Resident \_\_\_ Illegal Alien \_\_\_ Other: \_\_\_\_\_

EMPLOYMENT INFORMATION:

Place of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address of Employment: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Spouse's Employer: \_\_\_\_\_

PERSON FINANCIALLY RESPONSIBLE:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_

EMERGENCY CONTACT INFORMATION:

Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

MILITARY STATUS:

\_\_\_ Active Duty \_\_\_ Reserves \_\_\_ Retired/Honorably Discharged

HOW WERE YOU REFERRED TO US?

\_\_\_ Office Sign \_\_\_ Bar Association \_\_\_ Letter \_\_\_ TV Ad \_\_\_ Radio \_\_\_ Friend: Name of Friend \_\_\_\_\_

\_\_\_ Website: name of website \_\_\_\_\_

An Attorney: Name of attorney \_\_\_\_\_ Other: \_\_\_\_\_

# **THE LAW OFFICES OF ROBERT L. DRIESSEN**

## **PRIVACY POLICY REGARDING SOCIAL SECURITY NUMBERS**

**Social Security information will only be used in the event you hire the firm to represent you in your legal matter, and then only when necessary in limited use during the course of your case.**

**Social Security numbers are collected by the law firm from the client and all clients provide such information to the firm in writing.**

**Social Security numbers are most often used to positively identify parties. Some uses may include initial service, in court orders, in orders to withhold wages for child support, in required reports filed with the State of California, or to obtain retirement information used to divide retirement benefits. Most courts require Social Security numbers of all parties.**

**All information received from a client is confidential. Numbers are not released from the firm unless authorized by the client or required in the course of representation as previously stated herein.**

**The employees of The Law Offices of Robert L. Driessen have access to this personal information.**

**Every step is taken to protect your privacy. This information is kept secure within the offices of the firm in file folders and file drawers until such time that the file information is retired and the file removed to storage in a locked, off-site storage facility. Files will eventually be shredded after the time designated by the State Bar requirement for maintaining the records has expired. Social Security numbers are also kept in firm software programs that are protected by password in our system which is further protected by extensive firewalls.**

**I acknowledge that I have read the above privacy information provided by The Law Offices of Robert L. Driessen regarding use of my Social Security number.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**