



ADDRESS CONFIDENTIALITY PROGRAM

Participant

What is the ACP?

The ACP is a program designed to help victims of domestic violence, both male and female, do business with government agencies and other entities without risking disclosure of their home addresses. A participant in the program can use this substitute address in place of a real home address to receive mail, register to vote, apply for driver's license, and enroll children in school. The ACP box will become your legal mailing address. Your first-class mail will be forwarded from the Secretary of State's Office. The Address Confidentiality Program is only effective if you have moved in the last 30 days to an address unknown to your abuser, or you are planning to move in the near future.

What services does the ACP offer?

The program is designed for two purposes:

- 1.) To provide a first-class mail forwarding service at no charge to a participant.
- 2.) To provide a substitute address for use when interacting with state and local agencies, which will prevent abusers or potential abusers from using public records as a resource to find their victims

Who is eligible for the program?

In order to be eligible you must:

- ❖ Be a victim of domestic violence, sexual assault, or stalking;
- ❖ Have relocated within 30 days or plan to relocate to an address unknown to the perpetrator in the near future;
- ❖ Not have created any government records with their new address;
- ❖ Be a resident of West Virginia or about to become a resident of West Virginia;
- ❖ Be at least 18 years old or a parent or guardian acting on behalf of a minor or incapacitated person;
- ❖ Be willing to designate the Secretary of State as their agent to receive legal documents and first-class mail;
- ❖ Be able to manage with a possible 5 day mail delay (mail first comes to the Address Confidentiality Program and is then forwarded).

How do I apply?

Participants **do not** apply directly to the ACP. Application is made in person at a local domestic violence, sexual assault or victim service program located throughout the state.

The application process involves meeting with a victim service professional who can help the participant determine whether ACP should be a part of the participant's overall safety plan, explain the program services, explain the participant's responsibilities and assist with the completion of the application materials.

How does the program work?

After an applicant becomes a program participant, they are given an authorization card. That card has the designated Post Office Box address that is provided by the Secretary of State's Office. The address on the card becomes their legal mailing address. Their first-class mail will be forward, at no cost, from the Secretary of State's Office within 5 business days. (Packages, magazines and third-class mail will not be forwarded.) Program participants need to use the authorization card anytime they are doing business with a state or local agency that requests their address for government transactions.

- ❖ The ACP enables participants to use the substitute address to meet the address requirements for most state and local government agencies. Participants may use the ACP substitute address for:
 - West Virginia driver's licenses or ID cards
 - Applying for and receiving child support
 - Enrolling their children in public school

Can I register to vote?

Yes! ACP participants are encouraged to register to vote through this program. All participant voter registration information will be kept in a confidential database that only ACP staff can access.

Links:

[ACP Statutes and Regulations](#)
[Other states that offer the ACP or a similar program](#)
[WVCADV](#)

The ACP is not a crisis center or direct service agency. If you are looking for more information specifically on the program and the services it provides you can contact the ACP by calling Toll Free: **1-866-767-8683** or by E-mail: ACP@wvsos.com

A program of the West Virginia Secretary of State's Office
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