

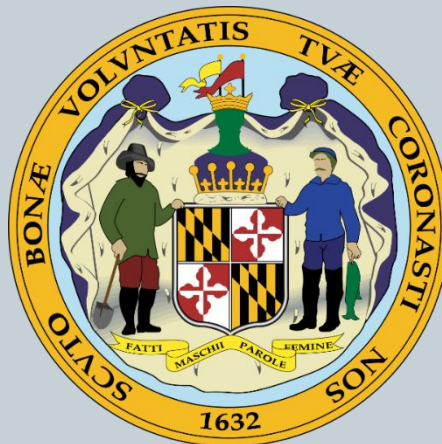


Maryland
Safe at Home

Address Confidentiality Program



Interacting with Address Confidentiality Program Participants



OFFICE OF THE SECRETARY OF STATE
DIVISION OF SAFETY & SUPPORT SERVICES

What is the Address Confidentiality Program?



The Maryland Safe at Home Address Confidentiality Program (ACP) enables survivors to remain safe upon fleeing a violent situation.

Working with private companies and State and local agencies, the ACP keeps Program participants' residential address off public record.

The ACP empowers survivors and threatened individuals to protect themselves and seek stability as active members of society without fearing for their safety.

Faith's Story



PLEASE CLICK [HERE](#) FOR ADDRESS CONFIDENTIALITY
PROGRAM VIDEO

What Does the ACP Do?



SUBSTITUTE ADDRESS

The Maryland Safe at Home Address Confidentiality Program (ACP) is administered by the Maryland Office of the Secretary of State and provides a legal substitute address to use in place of their residential, school or work address.

MAIL-FORWARDING SERVICE

Our main function is our mail forwarding service. All participants share the same P.O. Box in Annapolis, regardless of where they physically reside in Maryland. Their mail is sorted via their ACP number.

The substitute address coupled with mail forwarding keeps survivors safe by denying perpetrators the opportunity to locate survivors via public records searches.

With the Substitute Address Participants Can:



- Obtain a MD State ID/Driver's License
- Register to vote
- Sign a lease agreement
- Purchase real property (deed shielding)
- Enroll in school
- Access social services
- Participate in court proceedings
- Interact with Law Enforcement, Fire and EMS
- Maintain a confidential residential, work, or school address

ACP Facts



- Established in 2006
- Maryland was the 20th State to pass ACP legislation
 - There are now 38 states, plus the District of Columbia that offer ACP's
- Maryland Safe at Home has assisted over 3,500 participants since inception
- Currently, we assist 1,400 participants, with an average of 3 new applications each week
 - Over half of our participants are children



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Maryland Public Schools



OFFICE OF THE SECRETARY OF STATE
DIVISION OF SAFETY & SUPPORT SERVICES

How to Interact with an ACP Participant



- A school employee should never ask a student for their actual address, or question why they are in the program
- A school employee should:
 - Obtain a copy of the student's ACP card
 - Request a school zoning letter from the ACP office, parent or guardian, every school year, if necessary
 - Please note that we cannot email these letters, they must be mailed, faxed, or dropped off in person by the parent or guardian to ensure an ACP student's records remain confidential.
 - Never require proof of residency other than the school zoning letter

ACP Authorization Card



Name Jane Doe
ACP#: # 55555
Address: P. O. Box 2995
City, State, Zip: Annapolis, MD 21404-2995

ACP# 12345 **Jane Doe** Exp Date: 01/01/2089
DOB: 12/03/1965

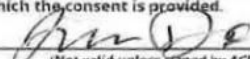
This individual participates in the Maryland Safe at Home Address Confidentiality Program and provides this notice pursuant to the requirements of Family Law Article, §§ 4-526 and 4-529, and State Government Article, §§ 7-308 and 7-311, Annotated Code of Maryland, to request the use of the following substitute address designated by the Maryland Secretary of State:

Jane Doe
ACP# 12345
P.O. Box 2995
Annapolis, MD 21404

See the reverse of this card for instructions. Failure to comply with applicable law is a misdemeanor and, on conviction, is subject to a fine not exceeding \$2,500. Questions regarding the Address Confidentiality Program may be directed to 410.260.3875.

Recipients of Notice:

- Shall accept the substitute address as the participant's address.
- May not require additional proof of ACP participation.
- May not question the participant regarding the details of the participant's inclusion in the Program.
- May not make any record or include in any electronic database any address for the participant other than the substitute address except with written consent by the participant.
- May not request the participant to submit any address that could be used to physically locate the participant unless a service or benefit requested by the participant is impossible to provide without knowledge of the actual address.
- May not knowingly disclose the participant's name and address unless the participant or the Secretary of State has provided written consent for disclosure.
- Shall limit any disclosure to only those disclosures that are necessary for the purpose for which the consent is provided.


(Not valid unless signed by ACP participant.)

Student Enrollment/Transfer Process



● Parent or Guardian

- Notifies the ACP of upcoming school enrollment or transfer
- Does not disclose intended school information to current school
- Requests MD Student Exit Record (SR7) from current school

● ACP

- Verifies correct school zoning from county school locator tool
- Completes and mails school zoning confirmation letter to the new school and/or PPW assisting

● Parent or Guardian

- Makes an appointment with new school's registrar
- Does not disclose their actual address
- Brings necessary enrollment documentation, including school zoning letter and (SR7)

Records Transfer Process



The records transfer process is handled directly through the Office of Pupil Services. This prevents the current school from knowing where the student is transferring. The current school forwards the student records to their Office of the Director/Supervisor of Pupil Services.

● In County Transfer

- The new school should submit an official request from their Office of the Director/Supervisor of Pupil Services to forward the records.

● Out of County Transfer

- The new school should submit an official request from the Office of the Director/Supervisor of Pupil Services of the previous county where the child was enrolled to forward the records.

Transportation



- The parent or guardian should work directly with the school PPW, or counselor to choose the nearest bus stop.
- The parent or guardian may choose to share a nearby cross street, however that information should not be recorded.
- If there is a transportation website, the parent or guardian can determine appropriate bus stop and share with the school.



Special Notes



If you encounter a parent, guardian or family that you think may benefit from the ACP, please encourage them to give our office a call!

410-260-3875



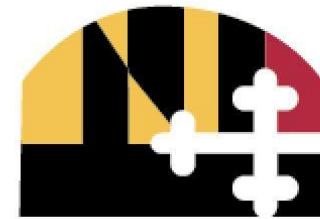


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Questions?



CHANGING
Maryland
for the Better

OFFICE OF THE SECRETARY OF STATE
DIVISION OF SAFETY & SUPPORT SERVICES

410-260-3875



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