

### ***State and Local Agencies***

Program participants use the designated address when interacting with state and local agencies. When presented with the authorization card, state and local agencies must accept the ACP designated address as though it is the participant's actual residence address.

### ***Service of Process***

The Secretary of State serves as each participant's agent for service of process and for receipt of mail. Mail received at the designated address is forwarded to the program participant. Participants agree to accept all mail forwarded to them by the ACP.

### ***Confidentiality of Records***

The program participant's application and supporting materials are not a public record and are kept confidential by the ACP Manager.

The State of Maine Department of the Secretary of State is pleased to offer the Address Confidentiality Program (ACP). The ACP is designed to protect victims of domestic violence, sexual assault or stalking by authorizing the use of a designated address.

The designated address is used in lieu of a participant's actual address for receipt of mail and when interacting with state and local agencies.

The Address Confidentiality Program is one of several measures that can be taken to protect victims.

For more information, please contact:

**ACP Manager**

**Phone: (207) 626-8400**

**Fax: (207) 287-8598**

**[www.maine.gov/sos/acp](http://www.maine.gov/sos/acp)**

# Address Confidentiality Program



Department of the  
Secretary of State

[www.maine.gov/sos/acp](http://www.maine.gov/sos/acp)





The Address Confidentiality Program (ACP) is administered by the Secretary of State and provides an important service to residents of Maine who are victims of domestic violence, sexual assault or stalking.

The program has two basic parts. First, the ACP provides a designated address to victims who have moved to a new location unknown to their abuser. The second part of the program provides participants with a free first-class confidential mail forwarding service.

The ACP is not for everyone. Recommendation for participation in the program is deferred to expert Application Assistants who provide counseling, referral, shelter or other specialized service to victims of domestic violence, sexual assault or stalking.

### ***Applying for Participation***

Victims do not apply directly to the Address Confidentiality Program. Application is made in person, with the help of an Application Assistant, at one of the designated ACP assistance locations throughout the State. A list of these locations is available at: [www.maine.gov/sos/acp/apply.html](http://www.maine.gov/sos/acp/apply.html). A parent or guardian can apply to the program on behalf of a minor or an individual who is incapacitated.

### ***Application Assistant***

An Application Assistant is trained and certified by the Secretary of State to provide information about the program and to determine whether the ACP should be a part of the victim's overall safety plan. In addition, the Application Assistant helps with the completion and filing of the ACP application form.

### ***Certification of a Program Participant***

Upon certification, the participant is assigned a designated address and issued an authorization card. The authorization card includes the participant's name, authorization code, designated address and expiration date. The certification is effective for four (4) years unless otherwise cancelled before the expiration date.

### ***Designated Address***

The designated address assigned to a participant has no relation to the participant's actual address. The designated address may be used as the participant's residence, school and work address for receipt of all first-class mail.

### ***Public Schools***

When a student presents his or her authorization card, the school must accept the ACP designated address. The student does not have to disclose his or her actual address.

### ***Program Cancellation***

The ACP Manager may cancel a program participant's certification if the participant:

- ◆ fails to notify the ACP Manager of a change in address within ten (10) days;
- ◆ fails to notify the ACP Manager of a name change within ten (10) days; or
- ◆ provides false or incorrect information during the ACP application process.