



# **WASHINGTON**

## Secretary of State

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# Address Confidentiality Program

# Purpose

- Prevent a perpetrator from locating a survivor through public records when the survivor relocates to a new address
- Allows agencies to respond to requests for public records without disclosing location of a survivor

# Eligibility

- The Address Confidentiality Program is a statewide program serving survivors of:
  - domestic violence
  - sexual assault
  - stalking
  - trafficking
  - certain criminal justice affiliates subject to harassment

# Services

- Substitute address that can be used (and released) when creating new public records or updating records\*
- Free confidential mail forwarding service
- Confidentiality of two normally public records-voting and marriage

\*PO Box 257, Olympia, WA 98507

# Compliance

- RCW 40.24.050
  - A program participant may request that state and local government agencies use the address designated by OSOS\* as a program participants substitute address (home, work or school)
- WAC 434.840.017
  - A program participant is solely responsible for requesting the use of the substitute address shall show authorization card

\*PO Box 257, Olympia, WA 98507

# Authorization Card

## Front

State of Washington

**Address Confidentiality Program**

Pursuant to Chapter 40.24 RCW, the following person is authorized to use the ACP substitute address for all legal purposes;

**Firstname Lastname** Birthdate: **XX/XX/XXXX**  
PO Box 257 PMB ##### Card Expiration: **XX/XX/XXXX**  
Olympia, WA 98507-0257

Signature of participant or parent/guardian

## Back

Upon request of the program participant, state and local agencies shall accept the address designated by the secretary of state when creating a new public document. The address shall be used as the participant's only address of record for residential, school, or work, and must be used on all correspondence.

**Questions regarding the ACP program or use of this card:**

(360) 753-2972 or toll free (800) 822-1065

Authorization #####

# ACP & HRMS Redaction Indicator

- ACP meets the criteria for use of the HRMS Redaction Indicator.
  - Allows agencies to systematically track employee records that meet criteria for redaction.
  - Criteria is available in the [HRMS Data Definition](#) on the State HR website.
  - User procedures on how to update employee personal and work addresses are available in the [HRMS Support Hub](#).
- The Redaction Indicator does NOT trigger any action in HRMS. It is the agencies responsibility to review records that have the indicator set for appropriate redaction of the data prior to release.
  - As ACP uses a PO Box to protect personal and work addresses, redaction may not be necessary.

# Contact Information

ACP Number: **360.753.2972**

Email: **acp@sos.wa.gov**

Website: **<https://www.sos.wa.gov/acp/>**

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