

How does the Program work?

- ▶ Mail is forwarded to participants at least three days per week.
- ▶ All Service of Process documents are delivered to the Safe at Home Program and then forwarded to the participant via certified mail.
- ▶ The initial enrollment period is four years.
- ▶ Participants have the option to renew every four years.
- ▶ Government agencies are notified, in writing, of a participant's withdrawal or termination from the Program.
- ▶ All first class, certified and registered mail is forwarded to the participant's mailing address on file with Safe at Home, at no cost to the participant.
- ▶ Safe at Home does not forward packages, magazines, catalogues, prescriptions, liquids, or fragile items.

Safe at Home

CALIFORNIA'S CONFIDENTIAL ADDRESS PROGRAM

Information for Enrolling Agencies



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safe at home
California's Confidential Address Program

What is California's Safe at Home Program?

Safe at Home is a confidential address program administered by the California Secretary of State's Office. When used as part of an overall safety plan, Safe at Home offers program participants a substitute mailing address to receive first class, certified, and registered mail.

Once a participant qualifies for the program, the Safe at Home P.O. Box becomes their official address. State and local government agencies are required to accept the Safe at Home address on the participants' identification card; however private companies and the federal government are not.

Who is eligible?

Applicants are eligible to participate if they:

- ▶ Reside in California
- ▶ Are one of the following:
 - Victim of domestic violence, stalking, sexual assault, human trafficking, child abduction, and elder or dependent adult abuse
 - Reproductive health care worker who has experienced threats of violence, violence, or harassment because of their affiliation with a reproductive health care services facility
 - Public entity employee/contractor who has experienced threats of violence, violence, or harassment because of their work for a public entity
- ▶ Are a household member of a victim type listed above
- ▶ Are in fear for their safety, or for the safety of a minor child or incapacitated adult

What is an Enrolling Agency?

Pursuant to Government Code 6208.5, an Enrolling Agency is a California state or local agency or nonprofit agency designated by the Safe at Home Program that provides counseling, referral, shelter, or other specialized services to victims of domestic violence, stalking, sexual assault, human trafficking, child abduction, and elder or dependent adult abuse, as well as reproductive health care workers and public entity employees/contractors.



An Enrolling Agency can also be a designated reproductive health care facility that provides services to employees, providers, patients, and volunteers, or a designated state or local agency that employs public entity employees/contractors. Enrolling Agencies assist the applicant in determining if Safe at Home is a good fit within their personal safety plan and will assist with the completion of the application materials.

How to become a designated Enrolling Agency:

- ▶ Contact the Safe at Home Program to begin the process.
- ▶ Representatives of an Enrolling Agency must attend a training session administered by Safe at Home prior to serving applicants. No-cost training sessions are available via webinar.
- ▶ Enrolling Agency designation is valid for four years and may be renewed.
- ▶ Enrolling Agencies will be notified prior to the expiration date with renewal instructions.
- ▶ Enrolling Agencies must notify Safe at Home of contact information, address, or telephone number changes.

What are the services provided?

Safe at Home provides the following:

- ▶ Confidential mail forwarding
- ▶ Agent for Service of Process
- ▶ Confidential voter registration
- ▶ Use of the designated Safe at Home address and P.O. Box number by California state, county, and local government agencies when creating or modifying a public record
- ▶ Renewable Safe at Home enrollment

Once enrolled, you can choose from several services that may strengthen your overall safety plan. Optional services offered by other California government agencies include:

- ▶ Department of Motor Vehicles Records Suppression Program
- ▶ Confidential name change petition through the California Superior Court system
- ▶ Online privacy protection through the office of the California Attorney General

