

Inside Look

May 2021



Address Confidentiality Program

Hello Again...

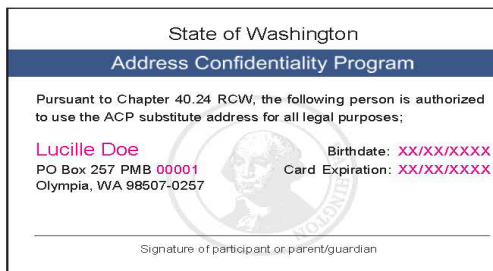
We hope this newsletter finds you well and safe! In addition to the global pandemic, we had the Presidential Election. It got a lot harder to do just about everything, either because we needed to quarantine or government offices were closed to the public. Everyone had to scramble to find new ways of doing business, including government agencies.

We are looking forward to things opening up!

We know that this created additional challenges for everyone enrolled in the ACP. We know mail was slower than usual. We were grateful for your patience. While all ACP staff have been back in the office since July, we are still hearing of slowdowns at the post office.

Thank you!

We have new authorization cards!



The ACP staff are working on program changes. We have forwarded new authorization cards to you and nearly 5,000 others who are enrolled in the program. We are working on simplifying our forms and we are gearing up to provide more education to state and local governments about the ACP. Last but not least, we are excited to bring back this newsletter to give you helpful tips about how to use the program.

This is the format for your address:

Your NAME
PO Box 257 PMB 1234 (your number)
Olympia WA 98507-0257

Authorization vs Identification

Your ACP card is proof that you are a participant in the Address Confidentiality Program. As a program participant, your legal address for use with Washington state and local government agencies is PO Box 257 and should always include your PMB.

If you present your authorization card and request that a state or local agency use your address they are required to by law. Any agency you are requesting use the address can make a copy of your ACP card.

You will want to carry your ACP card with you in addition to your driver's license or identification.

Don't try to use your ACP card as proof of your identity. It's not accepted by government agencies as such.

Some examples of legal forms of identification are a Washington State Driver's License, Washington State Identification card, or a passport.

The laws can be viewed at the ACP website:

<https://www.sos.wa.gov/acp/about.aspx>

For more information about Licensing, see:

<https://www.dol.wa.gov>



Register to Vote

As a participant of ACP you have the opportunity to register to vote confidentially for your safety.

If you aren't already a Protected Records Voter (PRV), it's easy to become one. We sent a PRV form with your key information in your welcome packet. If you have been in ACP for a while, and aren't a PRV, you can call us and we will send you the form in the mail. You can also go to your local elections office and ask for the ACP Authorized Personnel, show your authorization card, and sign up in person. Find their contact info online at <https://www.sos.wa.gov/elections>.

It's tempting and convenient to update information online, but it undoes all of the work you have put in to keeping your address out of public record.

Keep in mind that when you register to vote online at VoteWA you are putting your information in one of the easiest, most popular databases of public record available. It is data-mined daily by companies for address information.

If you are asked to fill out a voter registration at DSHS or Child support, don't. It won't affect your benefits, but it will put your information into public record.

Questions?

Call us and register to vote the safe way!

Keep in mind that as a PRV...

You will not be able to track your ballot online. For your safety you are not online!

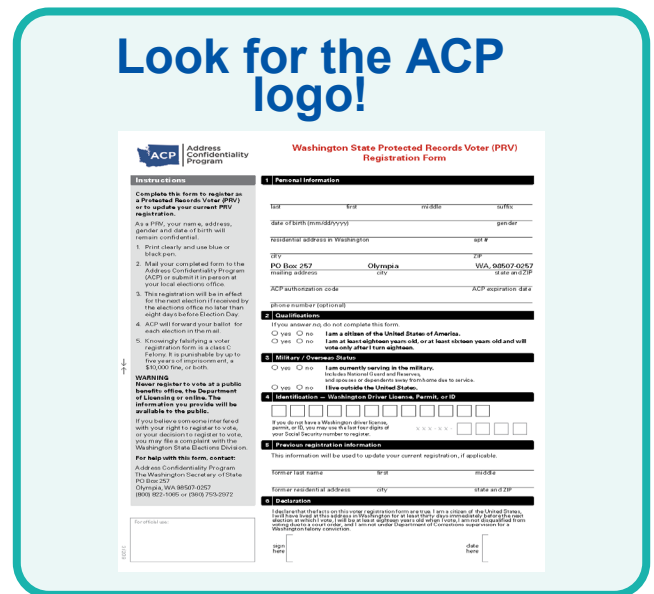
Call your county elections office and ask for the ACP Authorized Personnel to find out the status of your ballot.

They will be able to look at your ballot information and update you.

If there is a question about your ballot, maybe you forgot to sign your ballot. The county will reach out to you by phone or by mail.

Be sure to mail any correspondence about your ballot correction promptly.

To keep your name and location out of public record and off public websites, think hard before you sign petitions or initiatives.



Businesses, Nonprofits, and Charities

If you are enrolled in the ACP and have a business, nonprofit, or charity.

1. You may use the ACP substitute address when filing with Washington Corporations and Charities Filing System (CCFS).
 - The CCFS online application will allow you to check a box stating you are an ACP participant.
 - You will then need to enter your PMB number to complete the application.
2. If you are the registered agent for a business or charity you may use the ACP address as your mailing address.
 - Registered agents must also provide a physical street address. (RCW 23.95.410)
3. If you are employed by your own business, nonprofit, or charity, you may use the substitute address as your work address.

Remember, you must send the ACP a written request to forward mail in your business name.

- If the ACP does not have a written request to forward mail in your business name, we must return the mail to sender.

Is there a move in your future?

Please remember to notify the ACP at least two (2) days before you move so that we can get your mail to you. We must have your address change in writing or by fax. We do not take a change of address over the phone or by email. This is for your safety. We don't know who is on the other end of the phone and our email is public record.

For your convenience, we have added a Change of Address Form to our website at <https://www.sos.wa.gov/acp> under FAQ's > FORMS.

If your mail gets returned to us and we can't get in touch with you, we must cancel your participation in the ACP. Make sure the ACP has your current phone number and your voicemail is set up so we can contact you if there are any problems.

The form is titled "CHANGE OF ADDRESS NOTIFICATION" and is issued by the Secretary of State, Washington. It includes contact information for the Secretary of State's office in Olympia, WA. The form contains several sections: "Due before" with a warning that participation may be cancelled if notice is not received; "Name" and "ACP authorization/PMB #"; a question about when the ACP should begin forwarding mail; "Other family members affected"; "New Home Address" and "Mailing Address" sections, both requiring address, city, and zip code; "Telephone Number(s)" section with checkboxes for home, work, and cell phone numbers; and a "Sign here" section with a signature line and a note that the signature confirms the information is true and correct. At the bottom, it states the form is for ACP, PO Box 237, Olympia, WA 98507-0237 or fax to (360) 586-4388.

Vaccine Registries & Survivor Privacy

State and federal government immunization registries were created to help public health officials keep track of immunization information for people of all ages.

In Washington, the State Department of Health administers the system, called the Immunization Information System (IIS). Immunization registries must have privacy protections built in.

While the data is confidential, it can be given to the parent or to a child's medical provider. If you are concerned about how your private information is stored and shared with Washington State's IIS, you can visit the website below to explore and learn what privacy protections are available.

[Washington State Immunization Information System \(WAIIS\):](https://www.doh.wa.gov)

<https://www.doh.wa.gov> (it's long but the path to click on is as follows):

Click on For Public and Healthcare Providers
then Healthcare Professions and Facilities
then Data reporting and retrieval
then Immunization Information System

Or call: 1-866-397-0337

