



Here's what you don't know about the ACP

Hey there! We are excited to let you know about the big changes that have happened here at the Washington State Address Confidentiality Program (ACP)!

First, we have a new Secretary of State. Governor Inslee appointed Steve Hobbs as the state's 16th secretary and he was sworn in on November 22. Kim Wyman resigned mid-term to join the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA).

The Address Confidentiality Program has also added new staff.

We received a much needed boost of funds from the legislature that allowed us to increase our staff to better support you. We have trained more application assistants to help people apply for ACP, improved our website, streamlined our application processes, and updated our data security systems. Staff are also getting out to state and government agencies to educate them about how the ACP works.

Speaking of website improvements, we added a section just for people enrolled in the program:



ACP homepage navigation bar

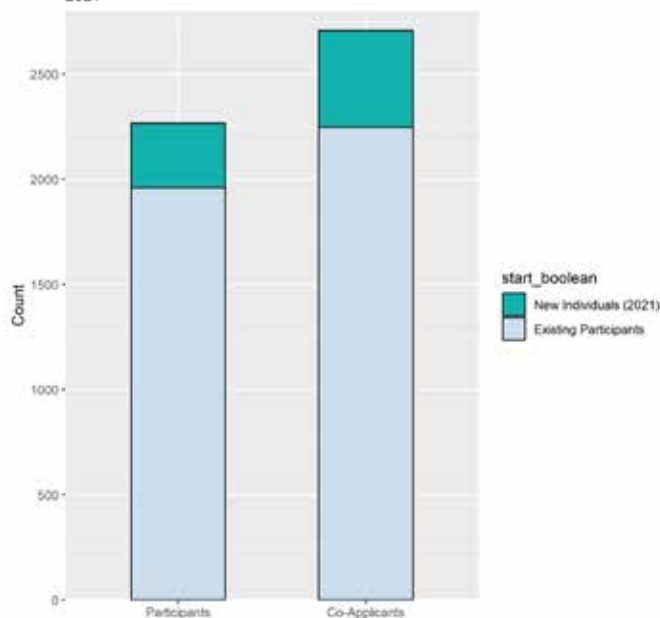
You'll find voter registration information, ACP forms, resources, and answers to the most commonly asked questions.

You can access the Address Confidentiality Program website at <https://www.sos.wa.gov/acp/>

We will continue to share highlights with you in future newsletters as we make improvements.

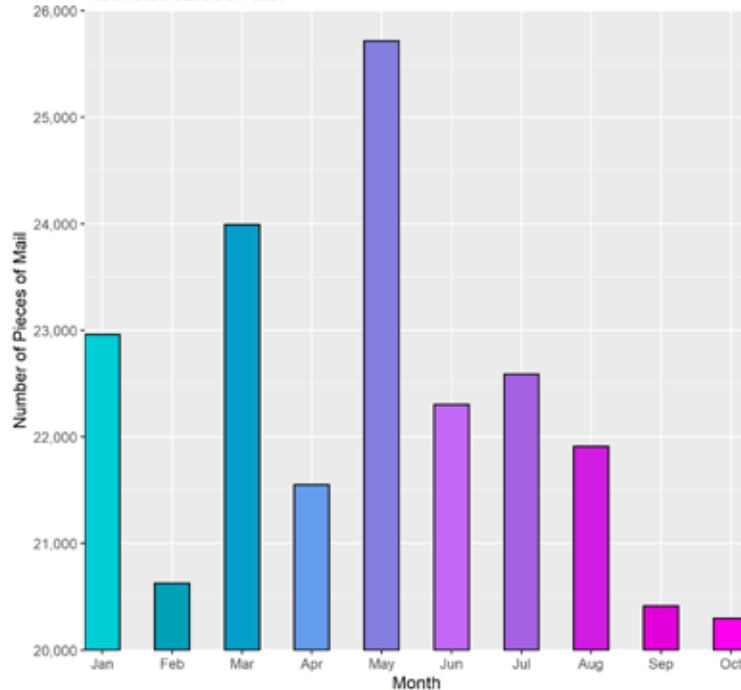
We have some statistics we would like to share!

People Enrolled in the ACP 2021



Mail Forwarded to Participants in 2021

*estimated based on cost

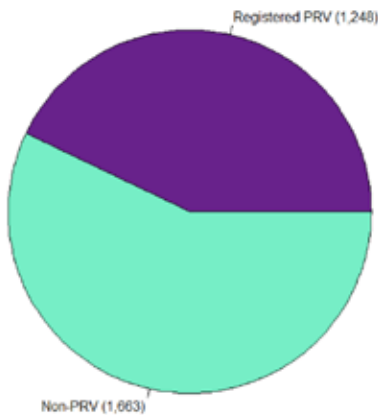


Register to Vote

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 on line at <https://www.sos.wa.gov/elections>

2021 ACP Protected Records Voters (PRV)



Important 2022 Election Dates

February Special	February 8
April Special	April 26
Primary	August 2
General Election	November 8

Deposit your ballot in an official drop box by 8 p.m. on election day.

2022 State Holidays (mail will not be forwarded)

Martin Luther King Jr. Day	Jan 17
Washington's Birthday	Feb 21
Memorial Day	May 30
Juneteenth	June 20
Independence Day	July 4
Labor Day	Sep 5
Veterans Day	Nov 11
Thanksgiving	Nov 24
Christmas Day	Dec 26

Phone number updates — October 2021

ACP wants to make you aware of a few phone number updates. When you set up services with any of the following companies, please contact them at the number(s) listed below.

To protect your information, you may want to ask if the company has a special department to help you keep your information more secure.

Comcast

(844) 963-0073

Century Link or Lumen

(866) 642 -0444 or (866) 541-3330

AT&T or Direct TV

AT&T: (800) 288-2020 or Direct TV: (800) 531-5000

Landline Telephone Service

If you choose to have a landline phone, know that it must be linked to your actual address. Requesting an unlisted or unpublished phone number for a landline does not necessarily guarantee confidentiality.

This updates Key Information 2019 page 27 and Key Information 2020-21 page 31.

Is there a move in your future?

Please remember to notify the ACP at least two (2) days before you move. 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 updated the Change of Information Form at our website at: <https://www.sos.wa.gov/acp> under **Participants > 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.

A screenshot of the 'Change of Information' form from the Address Confidentiality Program (ACP). The form is titled 'Change of Information' and 'Return Form to ACP'. It has two columns: 'By Mail' and 'By Fax'. The 'By Mail' column lists 'Address Confidentiality Program, PO Box 2517, Olympia, WA 98507-0257'. The 'By Fax' column lists '360-580-4388'. Below this, there is a 'PMB Number (Required):' field. The main body of the form is divided into several sections: 'If you are using this form to update, please mark as applicable:' with fields for 'New Residential Address', 'New Mailing Address', and 'New Legal Name (documented record, e.g. court order, dissolution agreement)'; 'Current/Former Name (documented)' with fields for 'New Legal Name (if present)', 'New School Residential Address', 'New Mailing Address', and 'New Phone Number'; and 'Household Member Change(s) Add or Remove Dependents under 18' with a table for 'Dependent Name', 'Add or Remove', and 'Date of Birth'. The table has three rows and three columns. At the bottom, there are 'Signature' and 'Date' fields.

Change of Information Form

Is it a Safe Label Name, Previous Name, or Alias?

Safe Label

A "safe label name" is a fake name that ACP uses to disconnect your legal name with your actual address.

- A "safe label name" is used only on the mailing label that ACP uses to send mail to you.
- Mail should never be sent to ACP with your safe label name and PMB.

The Safe Name Label Request Form is available online at: <https://www.sos.wa.gov/acp> under **Participants > Forms**.

Alias

An alias name is another way to describe a fake name.

- An alias name is not a legal name change or a legal name.
- An alias is used as an extra safety precaution on your cable or utility bill.

Previous or aka (also known as)

Previous names or aka — also known as — are names you have used legally in the past.

- If you will receive mail in a legal name you went by when you were married or returned to after a divorce, please submit a Change of Information Form along with the supporting documentation to the ACP.
- Supporting documentation is a marriage certificate or divorce decree that states your name change in the paperwork.
- If ACP does not have your former name on file, all mail that is sent to your ACP address in that name will be returned to sender — even if it contains your PMB number!

A screenshot of the 'Request for Safe Name Label' form from the Address Confidentiality Program (ACP). The form is titled 'Request for Safe Name Label' and has the ACP logo and seal. It contains a paragraph explaining that ACP participants may request that the ACP use a "safe name" on all mailing envelopes that are forwarded by the ACP to the participant's address. Below this, there are three bullet points: 'The safe label name you choose should not be a nickname, family member, pet or friend.', 'You will need to place your safe label name inside your mailbox so your mail carrier knows to deliver mail to that name.', and 'A safe label name is not a legal name change or an alias.' There is also a note: 'Mail received in the ACP office WILL be addressed to your legal name. The safe name label will be used for ACP outgoing mail ONLY.' Below the text, there is a section for 'Participants Fill In Legal Name:' and 'PMB Number:' with corresponding input fields. Below that, there is a section for 'Chosen Safe Label Name:' with an input field. At the bottom, there is a signature line: 'By signing below, I affirm and acknowledge that I have read, understood, and agree with the above requirements.' followed by 'Signature:' and 'Date:' fields. At the very bottom, there is a footer: 'If you have any questions, please review page 12 of the 2011 Key Information Handbook or contact the ACP at 360-763-2672 or a 360-580-4388.' and the ACP logo and address: 'ACP, PO Box 2517, Olympia, WA 98507-0257'.

Safe Name Label Request Form