



# Request for utility alias or ACP safe label name

Using a utility alias and an ACP safe label helps ACP participants disconnect their name from their actual home address when receiving services and mail. When requesting a utility alias or an ACP safe label name, please note:

- **A utility alias and an ACP safe label name must be two different names.**
- For your safety, the name(s) you choose should not be a celebrity, family member, pet or friend.
- A utility alias and an ACP safe label name are NOT a legal name change or identity change.

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## Utility alias request

You may ask cable or utility companies to use an alias name to set up your services. Your utility alias name will then be used on utility company communications. When utility bills are sent to your ACP address in your alias name, we will forward them to you. Please note:

ACP only accepts mail in an alias name for cable or utility bills.

### To ask ACP to accept mail in a utility alias, complete the following section.

Participants full legal name

PMB number

Chosen utility alias name

By signing below, I acknowledge that I understand and agree with the above statements.

Signature

Date

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## Safe label name request

To prevent your legal name and actual address from being placed together on mail forwarded to you by the ACP, ask the ACP to use a "safe label name". Please note:

- Mail sent to the ACP on your behalf still needs to be in your legal name (utility bills are the exception). The safe label name is used for ACP outgoing mail ONLY.
- You will need to place your safe label name inside your mailbox so your mail carrier knows to deliver mail in that name.

### To ask for an ACP Safe Label Name, complete the following section.

Participants full legal name

PMB number

Chosen safe label name

By signing below, I acknowledge that I understand and agree with the above statements.

Signature

Date

If you have any questions, contact the ACP at 360-753-2972 or 1-800-822-1065.

### Return Form to:

Address Confidentiality Program; PO Box 257; Olympia, WA 98507-0257

Fax: 360-586-4388