

## Agency Guidelines

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The Address Confidentiality Program (ACP) was created through the Address Confidentiality Act of 2018 (D.C. Law 22-118; D.C. Official Code § 4-555.12 (2019 Repl.)). The ACP is a District wide program, administered by the Office of Victim Services and Justice Grants, that provides eligible and vetted individuals with a legal substitute address for interacting with all District agencies. All participants are protecting their addresses because they fear for their safety if their address were to be released. The purpose of the ACP is to reduce the risk of future harm.

Participants use the substitute address as their legal address for home, work, and school. When participant mail arrives as the substitute address, the ACP Coordinator forwards the mail to their protected address.

Unless excepted by § 4303 or other applicable law, each District agency shall be required to accept Program participants' substitute addresses, if provided by participants, in lieu of participants' actual addresses for any purpose the agency requires or requests a residential, work, or school address.

### **What do I do when someone says, "I am an ACP Participant."**

1. Verify program participant status by requesting to see the ACP authorization card. Each participant of ACP will have their own authorization card, including children. There is an expiration date on the ACP card, this individual is in the program until the date provided. If the date the card is presented is past the expiration date, they must provide you a current card. You are authorized to make copies of the card(s).
2. Replace the address on file with the new address provided. Use the ACP substitute address listed on the ACP authorization card: All internal and external records should reflect only this address.

### **FAQ**

#### **How much time does my agency have to remove a public record or replace with the substitute address?**

Upon receipt of a request, the District agency shall remove publicly accessible references to the participant's actual address, including any references on the District agency's website, within 10 business days of receiving the request.

#### **Should I ask people if they are enrolled in the ACP program?**

No, the ACP participants are aware that they must provide their ACP authorization card and let agencies know they are in the program. They will ask to have their address changed to the substitute address.

#### **Who should I contact if I have questions about the card or the program?**

Please call 202-788-2131 or email [acp@dc.gov](mailto:acp@dc.gov) if you have questions or concerns about the presented card or program.

#### **Anything else I should know?**

Any person who knowingly and intentionally obtains or discloses a participant's actual address knowing that the participant is participating in the program shall be subject to a civil fine of not more than \$10,000.