

## How to Participate in the Program

Application to Safe at Home is made in person with a trained enrolling assistant at one of many certified enrolling agents throughout Kansas (usually a local victim assistance program or law enforcement agency). Applicants cannot apply directly to the attorney general's office for admission into the Safe at Home program. Evidence of abuse must be provided, such as court/police records or files, or documentation from a public or private victim assistance agency or religious, medical, or other professional from whom the applicant has sought assistance.

The enrolling assistant will explain the program's services and the participant's responsibilities and determine if the applicant could benefit from participation as part of an overall safety plan. The enrolling assistant will help the applicant with the completion and submission of the Safe at Home application. Once the application is accepted by Safe at Home, the participant will receive a participant card and can begin using the substitute address.

## For More Information...

### **Safe at Home Program Office of the Kansas Attorney General Victims Services Division**

120 SW 10th Ave., 2nd Floor  
Topeka, Kansas 66612-1597

(785) 291-3950

### **Crime Victim Information and Referral**

1-800-828-9745

8 a.m. – 5 p.m. , Monday – Friday

## Certification of a Program Participant

Once the completed application is received and accepted, the applicant will be certified as a participant in Safe at Home. The certification is effective for four years, unless otherwise cancelled before the expiration date.

Upon certification, the participant will be issued a substitute address (a post office box number) that can be used as the participant's residence, school and work address, and an authorization card identifying the individual as a Safe at Home participant.

The substitute address is considered the legal address of the participant. State and local agencies must accept the Safe at Home address when the ID card is presented, except in limited circumstances.



# Safe at Home



**Address Confidentiality Program**  
*provided by the office of*

**Kansas Attorney General  
Derek Schmidt**

[www.ag.ks.gov](http://www.ag.ks.gov)

# Safe at Home Program Information

## What is Safe at Home?

The Safe at Home program, enacted in Kansas in 2006 (K.S.A. 75-451 et seq.), is a confidential address program that benefits victims of domestic violence, sexual assault, stalking and/or human trafficking who are in a location unknown to their abuser. The program provides (1) a substitute address to be used by participants as their legal address when interacting with state and local agencies, and (2) a free mail forwarding service for first-class mail.

Victims can register to vote, obtain a driver's license, etc., without fear that such public records will put them at risk of being located by their abuser.

The Safe at Home program offers participants an extra layer of protection and can be an important part of an overall safety plan.

## How it works ...

First-class and certified mail that is sent to the substitute address (post office box) will be forwarded by Safe at Home—at no cost to the participant—to the participant's actual location. The participant must agree to accept all mail forwarded to them by the program.

Program participants who have minor children and have court orders regarding the custody, visitation or support of the children must notify Safe at Home of the agreements or any pending court action. Safe at Home will then notify the other parent and opposing counsel of the substitute mailing address provided by the program for the participant.

All records of Safe at Home participants are confidential and cannot be released by program staff unless directed by a court order or requested by a law enforcement agency.

## Eligibility Criteria

To be eligible to participate in the Safe at Home program, an individual must be:

- A victim of domestic violence, sexual assault, stalking and/or human trafficking or an adult family member residing with a program participant; a parent acting on behalf of a minor; or a guardian acting on behalf of an incapacitated person.
- At least 18 years old or a parent or guardian applying on behalf of a minor or incapacitated person.
- Located at or planning relocation to an address unknown to the perpetrator; and
- Willing to make the attorney general's office their legal agent for service of process and recipient of first-class and certified mail.

## Responsibilities of a Participant

1. A participant must accept and is responsible for all mail forwarded by Safe at Home and must understand that delivery of mail could be delayed as much as seven days.
2. A participant must understand that magazines, catalogs, junk mail or any mail that is not first-class (except mail from government agencies) will not be forwarded to the confidential address. Packages will only be forwarded with pre-approval.
3. It is the participant's responsibility to let state and local government agencies know that he or she is a Safe at Home participant by presenting the authorization card.
4. If a participant discloses his or her actual address voluntarily to a government agency, that agency is under no obligation to keep the information confidential, and there is no requirement to retroactively change a participant's address.
5. The participant's certification in the Safe at Home program may be cancelled for any of the following reasons:
  - Providing false or incorrect information on the Safe at Home application.
  - Failure to notify Safe at Home of a change in residential address at least seven days prior to moving.
  - Mail forwarded by Safe at Home to the participant's address is returned as undeliverable.
  - The participant obtains a legal name change after being certified as a program participant.
  - Upon request by the participant.