



Program Information

Office of the Indiana Attorney General



Attorney General Todd Rokita

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Address Confidentiality Program

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Program
Overview



Victim
Advocates
List:



Email confidential@atg.in.gov

Phone (317) 232-0490

Program Description

Indiana's Address Confidentiality Program (ACP) is a statewide program that allows victims of many offenses—domestic violence, sexual assault, stalking, harassment, human trafficking, intimidation, invasion of privacy—to maintain a confidential address through the Office of the Indiana Attorney General. ACP participants use a unique post office box number in lieu of their residential, work, and/or school address on state issued driver's licenses, ID cards, automobile registrations, and most other public and personal records.



Eligibility

Applicants are eligible to participate if they:

- Are a victim of domestic violence, harassment, human trafficking, intimidation, invasion of privacy, sexual assault, or stalking; or guardian of a minor child or incapacitated adult who is a victim;
- Are in fear for their safety or the safety of a minor child or incapacitated individual on whose behalf the application is made; and
- Have recently relocated or plan to relocate in the near future to an Indiana address unknown to their abuser.

Application Process

Applications for the program must be completed with the assistance of a victim advocate who has been trained as an ACP application assistant. Application assistants help prepare the ACP application, develop a safety plan with the applicant, and may be able to provide other counseling or service referrals. A trained advocate to assist with the application process may be found by contacting the Office of the Attorney General at confidential@atg.in.gov or (317) 232-0490.



Benefits

What benefits does the ACP provide?

Program participants are entitled to:

- Use of the designated ACP address and P.O. Box number by Indiana state, county, and local government agencies and private businesses;
- Confidential mail forwarding;
- An agent for service of process;
- Confidential voter registration, including optional absentee voting; and
- Renewal of ACP enrollment every four years.



How it Works

Once the Office of the Attorney General approves an application and certifies the applicant as a participant:

- The applicant receives an ACP card and welcome packet that provides the applicant with the designated address and their unique “lot number”;
- The participant notifies both private entities and public agencies of the designated address using forms provided by the ACP;
- All postal mail is sent to the ACP designated address, and the ACP forwards that mail to the participant’s address at no cost to the participant.
- Except ACP does not forward packages, magazines, catalogues or other bulk mail, liquids, or fragile items. ACP will forward mail-order prescriptions.



Participant ID Cards

All ACP participants are issued identification cards (see example below). Upon receipt of notice of designated address from a program recipient, the Participant’s active enrollment in the program may be confirmed by asking to see a current program identification card. All participants have the same base designated address, but each household is assigned a unique “lot number.”

Once notification of the designated address from a confirmed ACP Participant has been received, you:

- Must use the designated address as the Participant’s address;
- The designated address may be used in place of the Participant’s residential, school, and/or work address.
- May not request an additional address from the Participant as a condition of receiving a benefit or service unless it is impossible to provide without knowledge of the Participant’s physical address;
- Even then, the designated address must be used for all mail correspondence with the Participant.
- Landlords also may not display the Participant’s name at any location on the premises or common areas, including on the Participant’s door or mailbox or in a resident directory.
- May not disclose the Participant’s physical address in civil or criminal court proceedings without a court order that complies with the requirements of Indiana Code Section 5-26.5-5-6, including notice to the Participant and the Office of the Attorney General prior to disclosure.



Confidential Information

What Participant information is Confidential?

| |
|--|
| CONFIDENTIAL |
| <ul style="list-style-type: none"> • Residential, work, or school address • City or county of physical location • Other identifying information related to a participant's home, work, or school address. |
| NOT CONFIDENTIAL |
| <ul style="list-style-type: none"> • ACP participation • Date of ACP enrollment • The designated address |



Duration & Renewal

Duration of Enrollment and Notification of Renewal

You must continue to use the designated address and keep the Participant's physical address confidential, if you possess it, throughout the Participant's enrollment in the program unless the Participant provides written consent to disclosure before the end of the four-year enrollment period.

ACP enrollment continues until June 30 of the fourth year following admission into the program (expiration date is on identification card). Participants may renew enrollment at the end of each term, and there is no limit on the number of renewals possible. Participants are responsible for notifying agencies and businesses of their enrollment in the program and when they renew to extend their enrollment. Participants may stop participating in the program prior to the end of their enrollment period, and participants are responsible for informing agencies whenever the program's designated address ceases to be their address.

The table below provides an overview of the most common ACP provisions. The ACP laws, in their entirety, can be found in Indiana Code Chapter 5-26.5.





ACP Laws

| ACP Provision | Statutory Reference |
|--|------------------------------------|
| A participant must provide notice of program enrollment and substitute address on forms provided by the Office of Attorney General. | I.C. 5-26.5-5-1 |
| When a physical address rather than a P.O. Box is required by law, participants may use a designated physical address provided by the Office of Attorney General. | I.C. 5-26.5-3-8 |
| When it is impossible to provide services without knowledge of the participant's physical location, persons must keep that confidential and must continue to use the designated address for mail correspondence. | I.C. 5-26.5-5-2.5 |
| State and local government agencies (including courts and law enforcement) must accept a participant's designated address as their residential, work, and school address when creating a new public record. | I.C. 5-26.5-5-2.5, 2.6 |
| Landlords may not post the participant's name on doors, mailboxes, common areas, in resident directories, or in other manner that would reveal the participant's location. | I.C. 5-26.5-5-2.6(b) |
| The ACP accepts service of process, including personal service, on behalf of a participant. | I.C. 5-26.5-2-2 |
| A person who has received notice of ACP participation and the designated address may not knowingly disclose a participant's physical address. | I.C. 5-26.5-5-2.6 |
| A participant's address, phone number, and other identifying information is not subject to the Indiana Access to Public Records Act. | I.C. 5-14-3-4(a)(1); 5-26.5-2-3(b) |
| Disclosure of a participant's physical address in civil or criminal proceedings requires a court order obtained after notice to the participant and the Office of the Attorney General. | I.C. 5-26.5-5-6 |



Questions & Information

How do I contact the ACP with questions?

Program Administrator *Address Confidentiality Program*

Office of the Attorney General
Indiana Government Center South, Fifth Floor
302 W. Washington Street
Indianapolis, IN 46204-2770

Email

confidential@atg.in.gov

Phone

(317) 232-0490

Website Information

Scan the QR codes below or visit:

Program Overview: <https://www.in.gov/attorneygeneral/about-the-office/appeals/victim-services/address-confidentiality-program/>

Victim Adovcates List: <http://www.in.gov/judiciary/selfservice/2352.htm#advocates>

Program
Overview



Victim
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