

## ACP Basics

- ▶ You will receive an ACP ID card upon enrollment
- ▶ The ACP assigns a legal substitute address to use in place of your physical address
- ▶ The ACP forwards all first class and certified mail sent to the substitute address to your actual address
- ▶ As a participant, you designate the NY Secretary of State as agent for the service of process of legal documents
- ▶ Packages (except for prescriptions and those sent by a governmental agency) will not be forwarded
- ▶ This program works best if your address is not known or otherwise available to the public
- ▶ Notify friends, family and the businesses you work with that you are a participant and have them use your ACP address
- ▶ Keep ACP staff updated with your current mailing address

## Commitment

The ACP is committed to providing the most secure and efficient mail-forwarding service possible for the participants in the Program. Working with various state and local service agencies and victim advocates, our office offers its services as an important part of a safety plan for our participants.



**Address Confidentiality Program**  
**P.O. Box 1110**

**Albany, NY 12201-1110**

Phone: (518) 474-7306

Toll Free: (855) 350-4595

Fax: (518) 474-0709

Email: [acp@dos.ny.gov](mailto:acp@dos.ny.gov)

[www.dos.ny.gov/address-confidentiality](http://www.dos.ny.gov/address-confidentiality)

09/22



- ▶ **Are you a victim of domestic violence, stalking, sexual offense, and/or human trafficking?**
- ▶ **Are you a reproductive health care services provider, employee, volunteer, patient, or immediate family member of a reproductive health care services provider?**
- ▶ **Do you fear for your safety or the safety of a family member?**

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***The New York State Address Confidentiality Program (ACP) can help you maintain the secrecy of your home, school, and work address.***

## What is ACP?

New York's Address Confidentiality Program (ACP) allows program participants to shield their actual addresses. Once you apply and qualify for this free program, the ACP will assign you an Albany post office box that you can use as your official address. State and local government agencies are required to accept your ACP address. Private companies (department stores, utility companies, etc.) are not required to accept this substitute address – but many will do so and others may agree to if you explain the ACP program. You can also direct court-related documents to be delivered to the Secretary of State's office in Albany, they will then be forwarded by certified mail to your confidential address.

## Who is eligible?

The program is available to victims of domestic violence, stalking, sexual offense, and/or human trafficking who have had to move or are planning to move to a new location for safety reasons. Other people living in the same household as the victim (for example: children, parents, partners or siblings) may also be eligible to participate. It is also available to reproductive health care services providers, employees, volunteers, patients, or immediate family members of reproductive health care services providers. These individuals need not have moved from their residence.

## How does ACP work?

You must complete and submit an ACP application. Once approved and enrolled in the program, you will be mailed an ACP identification card that includes your name and new substitute address. This address may be used for receipt of all first-class, registered and certified mail. This mail will come to the ACP program and then be forwarded to you at your actual physical address (third-class mail, such as catalogs, will not be forwarded). You should always use your substitute address with local and state government agencies. It is your option to use the address with private companies (department stores, banks, utility companies, etc.). If necessary, you can use your ACP identification card to verify your ACP participation. You will be enrolled in the program for four years; you may reapply if you need to continue the program.

**ACP addresses look like this:**

Chris Smith  
ACP 1234  
P.O. Box 1110  
Albany, NY 12201-1110

## How can I apply?

Application forms are available at [www.dos.ny.gov/address-confidentiality](http://www.dos.ny.gov/address-confidentiality). The website also has a list of agencies with staff who can explain the program and help victims with the application process. Or, contact our office and we can send you a form via mail, fax or email. Also, we can assist you with completing the application. Our toll-free number is 1-855-350-4595.

## Other New York State Resources

- **New York State Hotline for Sexual Assault and Domestic Violence**  
1-800-942-6906
- **New York State Office for the Prevention of Domestic Violence**  
[www.opdv.ny.gov](http://www.opdv.ny.gov)
- **New York State Coalition Against Domestic Violence**  
[www.nyscadv.org](http://www.nyscadv.org) 518-482-5465
- **New York State Coalition Against Sexual Assault**  
[www.nyscasa.org](http://www.nyscasa.org)
- **Human Trafficking Resource Center**  
1-888-373-7888
- **New York Attorney General**  
<https://ag.ny.gov/feature/human-trafficking>