

Evaluation of the Address Confidentiality Program

December 2010



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COMMONWEALTH of VIRGINIA
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December 29, 2010

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To the Chairs of the Senate and House Committees on General Laws:

I am pleased to present to you an Evaluation of the Address Confidentiality Program, pursuant to Chapter 649 of the 2008 Acts of Assembly and Virginia Code § 2.2-515.2.

The Evaluation provides an overview of the Address Confidentiality Program and the status of the program as it is currently implemented by the Office of the Attorney General and piloted in 18 Virginia localities. The Evaluation discusses the impact of the program on other state agencies and local domestic violence programs, budget considerations, obstacles to participation, and expansion of the program statewide.

The Address Confidentiality Program is an important initiative to enhance the safety of domestic violence victims who are fleeing from their abusers. I am proud of the progress we have made in expanding the program from one pilot locality in 2007 to 18 pilot localities in 2008. I am hopeful that we can continue that progress and provide access to the program to all victims in Virginia.

Sincerely,

A handwritten signature in black ink that reads "Ken C II".

Kenneth T. Cuccinelli, II

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Office of the Attorney General
Evaluation of the Address Confidentiality Program
December 31, 2010

During the 2007 Session of the General Assembly, Senator Patricia Smith Ticer introduced legislation (SB 938) which established an address confidentiality program for victims of domestic violence. A one-year pilot program was created and codified in Virginia Code §§ 2.2-515.1 and 2.2-515.2. The one-year pilot program was subsequently implemented in Arlington County and an evaluation of the one-year pilot was completed and submitted to the General Assembly in December 2007.

In order to obtain additional information about the effectiveness of the address confidentiality program and its use by victims of domestic violence, the pilot program was expanded. During the 2008 Session of the General Assembly, additional legislation was introduced by Senator Ticer (SB 764) expanding the pilot program in Virginia Code § 2.2-515.2 to 17 additional localities: the Counties of Albemarle, Augusta, Dickenson, Fairfax, Henry, Lee, Rockbridge, Russell, Scott, Washington, and Wise as well as the Cities of Buena Vista, Charlottesville, Lexington, Martinsville, Norfolk, and Roanoke.¹ The expanded pilot program became effective July 1, 2008.

The enactment clause of the 2008 legislation specifically provides that “[a]n evaluation of the program shall be prepared by the Office of the Attorney General and the results forwarded to the members of the Senate Committee on General Laws and the House Committee on General Laws by December 31, 2010.” The law further provides that:

[F]ollowing the evaluation of the program by the Office of the Attorney General in accordance with the second enactment of this act, the continuation of the address confidentiality program on a statewide basis shall be conditioned upon an appropriation effectuating the purposes of this act in the appropriation act passed during the 2011 Session of the General Assembly and signed into law by the Governor.

2008 Va. Acts ch. 649. Pursuant to this mandate, the Office of the Attorney General provides the following evaluation.

¹ The majority of the expansion localities (the Counties of Albemarle, Dickenson, Fairfax, Henry, Lee, Russell, Scott, Washington and Wise, and the Cities of Charlottesville, Martinsville, Norfolk and Roanoke) were selected due to their participation at the time with a statewide domestic violence grant, the Grants to Encourage Arrest Policies and Enforcement of Protection Orders. The remaining three localities (Augusta County, Buena Vista, and Lexington) were included at the request of a fellow legislator. A copy of the applicable code section is provided in Appendix A.

Summary of the Address Confidentiality Program

Pursuant to Virginia Code § 2.2-515.2, an address confidentiality program has been established within the Office of the Attorney General. Specifically, the law requires the Statewide Facilitator for Victims of Domestic Violence to establish a program known as the “Address Confidentiality Program” (herein referred to as “ACP”) to protect victims of domestic violence by authorizing their use of a designated address unrelated to their actual physical address for state and local government records.

The ACP has three main components:

- The ACP provides participants with a legal substitute address (P.O. Box) which has no relation to their actual, physical address.
- The ACP provides participants with a free, confidential mail-forwarding service.
- Through the ACP, the Office of the Attorney General acts as an agent for acceptance of service of legal process on behalf of the participant.

The current pilot program is limited by law to persons residing in the Counties of Albemarle, Arlington, Augusta, Dickenson, Fairfax, Henry, Lee, Rockbridge, Russell, Scott, Washington, and Wise as well as the Cities of Buena Vista, Charlottesville, Lexington, Martinsville, Norfolk, and Roanoke.

Eligibility

According to the law, an individual who is at least 18 years of age, a parent or guardian acting on behalf of a minor, a guardian acting on behalf of an incapacitated person, or an emancipated minor, may apply to participate in the ACP. Any victim of domestic violence is eligible to participate in the program regardless of whether the act or threat of domestic violence has been reported to law enforcement officers. Any “threat” must be a threat of force which would place any reasonable person in apprehension of death or bodily injury. The applicant must submit a sworn statement that he or she fears further violent acts from the applicant’s assailant and that he or she is not on active parole or probation supervision requirements under federal, state, or local law.

Victims who are residents of temporary housing for 30 days or less are not eligible to enroll in the ACP until a permanent residential address is obtained. Participation in the ACP is not permitted if the applicant is a sex offender for which registration is required pursuant to the Sex Offender and Crimes Against Minors Registry (Chapter 9, Title 9.1 of the *Code of Virginia*), or if the applicant is on probation or parole supervision requirements under local, state, or federal law.

Victims may apply for participation in the program in person at domestic violence programs that provide services where the role of the service provider is (1) to assist the eligible person in determining whether the ACP should be part of such person’s overall safety plan; (2) to explain the ACP’s services and limitations; (3) to explain the program participant’s

responsibilities; and (4) to assist the person eligible for participation with the completion of application materials.

Application Process

Completed applications are forwarded to the Office of the Attorney General, where they are reviewed for certification. The application package contains an application, an authorization card with instructions, and a checklist,² which must be read and initialed by each participant in the presence of a notary. A copy of a valid government issued identification card must be submitted with the application packet for processing and identification purposes. The applicant also is required to include a copy of a billing statement (utility, telephone, gas, etc.), an executed lease, or other documents showing the name and actual address of the applicant.

Participation in the ACP is not permitted if the applicant is a sex offender for which registration is required pursuant to the Sex Offender and Crimes Against Minors Registry (Title 9.1 of the Code of Virginia), or if the applicant is currently on probation or parole. Accordingly, to ensure that the applicant does not fall within these two categories, a search is performed in the Sex Offender Registry and probation and parole database (CORIS).

Once certified, each participant is assigned a unique authorization code number for use with the designated address (P.O. Box 1133, Richmond, VA 23218-1133). The participant and his/her children are also issued an ACP authorization card for presentation to state and local agencies.

Program Participation

A participant is certified for one year following the date of application approval, unless the certification is withdrawn or invalidated before that date. A program participant may re-apply for certification every year.

The Office of the Attorney General is authorized to cancel a program participant's certification if: (1) the program participant requests withdrawal from the program; (2) the program participant obtains a name change through an order of a court; (3) the program participant changes his or her residence address and does not provide seven days' notice to the Office of the Attorney General prior to the change of address; (4) the mail forwarded by the Office of the Attorney General to the address provided by the program participant is returned as undeliverable; (5) any information contained in the application is false; (6) the program participant has been placed on parole or probation while a participant in the ACP; or (7) the applicant is required to register as a sex offender.

Use of the Substitute Address

Upon receipt of first-class mail addressed to a program participant, the Attorney General or his designee is required to forward the mail to the actual address of the program participant. The actual address of a program participant is only available to the Attorney General and those

² A copy of the application materials is included in Appendix B.

employees involved in the operation of the Address Confidentiality Program. A program participant's actual address may be entered in the Virginia Criminal Information Network (VCIN) system so that it may be made known to law enforcement officers accessing VCIN for law enforcement purposes.

Program participants may request that any state or local agency use the address designated by the Office of the Attorney General as the program participant's address except when (1) the program participant is purchasing a firearm from a dealer in firearms and (2) the agency has received a written exemption from the Office of the Attorney General that the agency has a bona fide statutory basis for requiring the program participant to disclose their actual location and the disclosed address will be used only for that statutory purpose and will not be otherwise disclosed or made available to another person, agency, or to the public. Currently, the Virginia State Police has a written exemption from the Office of the Attorney General which permits the Virginia State Police to require disclosure of a participant's actual address where required by the applicable law enforcement statutes. Accordingly, participants are required to provide their actual address to law enforcement during the issuance of a traffic summons for a traffic violation and during a criminal investigation or arrest situation. Further, a program participant's actual address shall be disclosed pursuant to court order.

The legislation is silent with respect to use of the designated address by private businesses. Private companies (such as banks, stores, credit card and utility companies) are not required to accept the substitute address; however, certain businesses may be willing to accept the ACP substitute address as the participant's mailing address for delivery of first-class mail.

Program participants' actual addresses are maintained in the Office of the Attorney General and are exempt from disclosure under the Virginia Freedom of Information Act, §2.2-3700 *et seq.*, to the extent such records contain information identifying a past or current program participant. This protected information includes: actual and designated address, telephone number, and any email address. Access to participants' records, however, shall not be denied to the ACP participant, or the parent or legal guardian of an ACP participant in cases where the program participant is a minor child or incapacitated person, except when the parent or legal guardian is named as the program participant's assailant.

Program Limitations

The ACP limits public disclosure of a participant's actual address; however, the ACP is not retroactive and cannot provide absolute protection. Each ACP participant should seek counseling through a local domestic violence program to determine whether the ACP should be a part of the victim's overall safety plan. Ultimately, it is the participant's responsibility to advise an agency that he or she is an ACP participant and to use the ACP substitute address.

Implementation of the Expanded Pilot Program

As indicated above, as a result of legislation passed during the 2008 Session of the General Assembly, the pilot of the Address Confidentiality Program was expanded from the original pilot location of Arlington County to 17 additional localities. The implementation of the

expanded ACP required several months of planning by a team of employees of the Office of the Attorney General. The expanded pilot program was fully operational and available to residents of the designated localities on July 1, 2008.

The planning process included meetings and telephone conference calls with the Virginia Department of State Police, Virginia Department of Motor Vehicles, and agency counsel for the Virginia State Board of Elections. Office of the Attorney General staff conducted training sessions and telephone conference calls with local domestic violence programs to discuss program procedures and requirements, application materials, and implementation concerns. In addition, information was forwarded to all law enforcement agencies in the affected localities regarding the program, including information on how local officers can verify participation in the program as well as resource materials for local officers to disseminate to victims. Telephone conference calls were scheduled with local law enforcement agencies to provide additional training and information on the program.

The Office of the Attorney General also instituted a number of internal policies and procedures to ensure smooth implementation of the expanded ACP pilot. First, the ACP is administered on a daily basis by the Domestic Violence Initiatives Coordinator (referred to herein as “ACP Coordinator”), who performs a number of administrative tasks including: review and approval of program applications; response to inquiries about the program from local domestic violence programs, potential participants, and state and local agencies; distribution of resource materials to local domestic violence programs and law enforcement agencies; and training to impacted agencies and programs. The ACP Coordinator also receives participant mail at the substitute address and forwards the mail to the participant’s actual address. Implementation of the ACP program is overseen by the Statewide Facilitator for Victims of Domestic Violence (See Virginia Code § 2.2-515.2). The Statewide Facilitator also coordinates with state agencies impacted by the ACP to resolve any issues related to program implementation and responds to legal inquiries about the program.

The Office of the Attorney General also rented a United States Postal Service Post Office Box (P.O. Box 1133, Richmond, Virginia 23218-1133) specifically to be used as the substitute address for participants. The Office of the Attorney General created procedures and policies for the processing of participant mail and acceptance of legal service and updated the necessary forms to be used by each applicant. A program brochure was developed and disseminated to all 18 localities of the expanded pilot.

Expanded Pilot Program Expenses

Currently, costs associated with the operation of the expanded pilot of the Address Confidentiality Program are paid by the Office of the Attorney General. The primary cost currently associated with the ACP is postage. From January 1 to November 22, 2010, the ACP incurred approximately \$254.31 in postage for the mailing of first-class mail to active participants and program materials to local domestic violence programs. In addition, the cost of P.O. Box rental for one year is \$100.00. A summary of postage expenses for 2007-2010 is provided on the Address Confidentiality Program Mail and Postage Log in Appendix D.

The Office of the Attorney General incurred additional program costs during 2010, including the costs associated with hosting conference calls to programs (approximately \$35.00) and office supplies consumed by the program (approximately \$225.00). The estimated expenses for the expanded pilot program do not include staff time or travel expenses for trainings.

Program Impact on Other Agencies

Expansion of the ACP pilot from one to 18 localities required coordination with a number of state agencies, including the Virginia Department of State Police, the Department of Motor Vehicles, the State Board of Elections, and the Department of Education. The following is a summary of the program's impact on these agencies.

Virginia Department of State Police

The current ACP law permits entry of a participant's actual address into the Virginia Criminal Information Network (VCIN) so that it may be made known to law enforcement officers accessing VCIN for law enforcement purposes. (Virginia Code § 2.2-515.2 (D).) The Virginia Department of State Police (VSP) maintains the VCIN system for law enforcement agencies across the Commonwealth. Consequently, the Office of the Attorney General has worked with VSP and the Department of Motor Vehicles to implement a procedure for entry of a participant's actual address into VCIN when such addresses are needed by law enforcement officers in the field for law enforcement purposes.

In order to protect against unnecessary disclosure of participants' actual addresses to law enforcement officers, safeguards have been implemented with regard to the VCIN system. The participants' actual addresses are not automatically provided through a VCIN query. The addresses are only provided by a central VSP VCIN operator through the VCIN system if a law enforcement officer requires the address for law enforcement purposes. When a participant is queried in the VCIN system, the records will reflect that he or she is an ACP participant, and that the officer must contact the VCIN operator to obtain the participant's actual address. To do so, the officer must send a message through VCIN to the central VCIN operator at VSP requesting disclosure of the actual address. The VCIN operator will then verify the identity of the officer and requesting department and provide the actual address through the secure VCIN terminal.

In addition, in accordance with the ACP, Virginia Code § 2.2-515.2 (F), an agency may petition the Office of the Attorney General for an exemption to the ACP. If the Office of the Attorney General grants the agency an ACP exemption, program participants involved with that agency must reveal their actual addresses. On May 12, 2008, the Virginia Department of State Police requested an exemption to allow disclosure of a participant's actual address for additional statutory law enforcement purposes. That request was granted on June 30, 2008. The request for an exemption was based upon Virginia Code § 18.2-308 (Concealed Weapons), Virginia Code § 18.2-308.2:2 (Purchase of Firearm), Virginia Code § 18.2-308.2:3 (Criminal Background Check for Employees of Gun Dealer); Virginia Code § 19.2-390 (Arrest Warrant and Submission to CCRE), Virginia Code § 19.2-74 (Release on Summons), and Virginia Code § 9.1-903 (Sex Offender and Crimes Against Minors Registry).

Virginia Department of Motor Vehicles

In order to have the ACP address on a valid Virginia driver's license or photo identification card, participants will need to change their address with the Department of Motor Vehicles (DMV) and obtain a replacement document. Or, if a participant wishes to obtain a Virginia driver's license or photo identification card for the first time, they will need to establish the ACP address in DMV's records.

In order to change a current address to the ACP address or to establish a new record using the ACP address in DMV's records, participants must contact DMV's Identification Review Services group (DMV/IRS) by telephone and provide them with the participant name and unique authorization code as displayed on the Address Confidentiality Program participant card.

DMV/IRS will verify enrollment in the program and will update the mailing and residence addresses on the participant's record. The new addresses will be those assigned by the Office of the Attorney General. Once the address is updated, participants will be eligible to obtain a replacement driver's license or ID card through all service methods normally available including in person at a DMV office or through the Internet or Touch tone. If no license or ID is currently held, the participant will be able to make application in person at any DMV office. The new driver's license or ID card will display the P.O. Box mailing address assigned by the Office of the Attorney General. When a participant is no longer enrolled in the Address Confidentiality Program they will be responsible for changing their address with DMV. To do this, the participant must notify DMV/IRS.

In addition, ACP participants will be responsible for notifying DMV of any change to the garage jurisdiction of vehicles registered in Virginia. Participants who own a motor vehicle registered in Virginia must change their address with DMV and obtain a replacement document using an Address Change Request. When completing the application, participants should enter the mailing and residence addresses assigned by the Office of the Attorney General. The actual garage jurisdiction should be entered in the "garage jurisdiction" box. The new registration card(s) will be mailed to the participant using the ACP mailing address.

Finally, a participant's DMV address information also has an impact on the information available to law enforcement officers that access DMV records for law enforcement purposes through the Virginia Criminal Information Network (VCIN). Currently, the DMV does not have the programming capability to make available to law enforcement officers a participant's actual confidential address. If a participant does not take steps to update his or her driver's license address information, the DMV information is stale and law enforcement officers will access outdated address information. On the other hand, if a participant updates his or her driver's license information with the designated substitute address under the ACP, law enforcement agencies must take an additional step to obtain the actual confidential address. It was determined during the pilot expansion that the most efficient way to communicate residential information restrictions to law enforcement for purposes of checking VCIN is to require the DMV to enter into the dwelling address field for all ACP participants the following:

Withheld-Contact VCIN Control Cntr
Richmond, VA 23218

This information alerts the officer who is checking VCIN to contact the Virginia State Police through the VCIN terminal to obtain the actual address. The Office of the Attorney General provides the actual addresses of all participants to the VCIN Supervisor at the Criminal Justice Information Services Division of the Virginia State Police.

Virginia State Board of Elections

An ACP participant who registers to vote is required to provide his or her actual street address on the application. However, upon certifying in the voter registration application that he or she is a participant of the ACP, the participant may also request that the ACP substitute address be used on public records. The participant's actual street address will be used by election officials to verify that the participant is qualified to vote and to determine the correct voting precinct, but will not be made available to the public. (See Virginia Code § 24.2-418.)

For purposes of voting, the ACP participant must present an appropriate form of identification, such as a valid Virginia Driver's license, to the officer of election. The ACP participant should also inform the officer of election of his or her ACP substitute address, either verbally or by presenting the ACP authorization card. The pollbook used by the officer of election to determine whether a voter is qualified will only include the voter's ACP substitute address, not the actual street address. Public lists of registered voters and primary voters, or registration records open to public inspection, as permitted by law, will only include the participant's ACP substitute address and not the actual street address. This practice is consistent with Virginia Code §§24.2-405, 24.2-406, 24.2-418, and 24.2-444.

Virginia Department of Education and School Records

Virginia law requires each school division to provide a free public school education to each person of school age who resides within the school division. Virginia law also permits school boards to charge tuition to students who do not reside within the school division but wish to attend the division schools. Because a program participant's substitute address has no relation to the participant's actual location, it may be necessary for a school board to verify the *bona fide* residence of a participant within a particular school division by contacting the Office of the Attorney General in order to ensure receipt of free public school education.

Participation in the Address Confidentiality Program will not affect the rights and protections afforded by the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their child's education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. ACP participants should work with school officials to ensure that the substitute address is reflected in education records.

To date, the Office of the Attorney General has not received a request for a participant's confidential address for purposes of a school record.

Participation in the Expanded Pilot Program

As of November 15, 2010, eleven adults and eleven children participate in the program (Table 1). The participants come from a range of localities: five from Fairfax County, two from Arlington County, and one from each of the following: Albemarle County, Buena Vista, Rockbridge County, and Russell County. Since July 1, 2008, an additional six participants participated in the program, but declined to reapply when their initial one year certification of participation ended.

Table 1 – Program Participation as of November 15, 2010

Locality	Adults Enrolled	Children Enrolled	Locality	Adults Enrolled	Children Enrolled
Albemarle	1		Lexington		
Arlington	2		Martinsville		
Augusta			Norfolk		
Buena Vista	1		Roanoke		
Charlottesville	1	1	Rockbridge		
Dickenson			Russell	1	
Fairfax	5	10	Scott		
Henry			Washington		
Lee			Wise		

During the expanded pilot program from July 1, 2008 to November 22, 2010, the Office of the Attorney General experienced a fluctuation in program activity. Program activity significantly increased in calendar year 2010, particularly with regard to participant use of the ACP substitute address for mail. In 2009, the ACP received one piece of mail to be forwarded to an ACP participant. In 2010, however, as of November 22, 2010, the ACP received 119 pieces of mail for forwarding to ACP participants. This significant increase in mail activity is attributable to increased use of the substitute address by three existing and five new participants in the program during this time period. (Table 2; See Address Confidentiality Program Mail and Postage Log in Appendix D.)

Table 2 - Mail Received for ACP Participants, 2007-2010

Year	Pieces of Mail Received for ACP Participants
2007 (July 1 – December 31, 2007)	4
2008	3
2009	1
2010 (January 1 – November 22, 2010)	119

Despite a modest number of participants, the ACP has received a significant number of phone calls from victims interested in participating in the program. From July 1, 2008 to November 22, 2010, the ACP received 38 calls from persons asking about participation in the program, but who ultimately were not eligible to participate.

The geographic limitation of the program was the major obstacle to participation for these callers. Five of the callers had already moved to Virginia under the assumption the program was available statewide. These individuals moved to localities that were not covered by the ACP pilot (Richmond, Petersburg, South Boston, Staunton, and Chesterfield County) and were not eligible to apply. Ten additional calls were received from individuals who were native to Virginia, but who also did not reside in a participating locality. The remaining 22 callers lived in other states and indicated that they were considering a move to Virginia if they could enroll in the program. Twelve of these callers were active participants in other states' address confidentiality programs. Once they were made aware of the geographic limitations of Virginia's ACP, however, these callers indicated they no longer believed a move to Virginia was an option for them. One caller lived in an ACP eligible locality, but wished to move to a non-eligible locality. (See Appendix D.)

In addition to the concerns raised by potential participants, local domestic violence programs have expressed several concerns with the current implementation of the ACP and its impact on participation. The biggest challenge cited by programs is the current geographic limitation of the program to eighteen localities.

In addition, restrictions on participation within the ACP itself have limited participation by victims receiving services from local programs. Local programs cite two specific restrictions that have had an impact on participation. First, victims are not eligible to apply for participation if they are in temporary housing for 30 days or less until they secure a more permanent residential address. Accordingly, victims at domestic violence shelters are often not eligible to apply for a period of time until they obtain a permanent residential address. Second, a participant's actual physical address must be disclosed pursuant to a court order. This situation commonly arises with support, custody and visitation orders which usually require disclosure of both parents' addresses, including a parent who may seek protection from the ACP. (See e.g. Virginia Code §§ 20-107.1, 20-124.5.) Accordingly, in these situations, the victim may be

unable to fully protect his or her address through the ACP, reducing the benefit of participation to that individual.

Finally, the ACP may not be the best fit for all victims. In addition to concerns related to temporary housing and court ordered disclosure of addresses, the nature of the ACP itself does impose a level of hardship on its participants. Participants are inconvenienced by having all of their mail sent to the substitute address in Richmond and then re-routed to their location. Only participants' first class mail is forwarded to them; any catalogues or magazines received are not forwarded. In addition, participants carry the burden of making the program work for them by consistently using the substitute address and avoiding situations that would require them to provide their actual address. This could prevent them from doing business with some companies, as only state and local agencies are required to accept the substitute address by law.

Despite these concerns, local domestic violence programs in the ACP localities continue to express interest in the program as an option for their clients. Local domestic violence programs in the ACP localities were surveyed in September 2009 and March 2010 regarding the program and its implementation in their localities. Four programs representing four of the designated ACP localities responded. Of the programs that responded:

- All four programs (100%) indicated that their local program has clients who could benefit from the ACP;
- All four programs (100%) indicated that they do discuss the program with their clients as part of the safety planning process; and
- One of the four programs (25%) has assisted client(s) with submitting ACP application(s).

Interest in the ACP is not just reserved to domestic violence programs in the designated ACP pilot localities. A number of local domestic violence programs representing localities not currently included in the ACP have contacted the Office of the Attorney General regarding participation in the program. For example, programs representing victims in Fauquier County and Bedford County have expressed a strong interest in implementing the ACP in their communities.

Statewide Expansion of the Address Confidentiality Program

While a number of victims and children from the designated localities have applied and become certified by the Office of the Attorney General for participation in the ACP, the full impact of the ACP cannot be adequately gauged until the program is expanded statewide.

The current ACP localities represent urban, suburban, and rural communities in different regions of the state. The localities, however, represent only one-quarter (26.4%) the state's population, a fraction somewhat skewed by the inclusion of Fairfax County, which represents 13.2% of the population alone. Eight of the 18 pilot localities have estimated populations of less than 30,000. (Table 3)

Table 3 - Estimated Population of ACP Pilot Localities, 2009³

Locality	Estimated Population (2009)	Locality	Estimated Population (2009)
Albemarle County	94,908	Scott County	22,585
Arlington County	217,483	Washington County	53,018
Augusta County	72,020	Wise County	41,773
Dickenson County	16,087	Buena Vista	6,222
Fairfax County	1,037,605	Charlottesville	42,218
Henry County	54,888	Lexington	6,901
Lee County	25,166	Martinsville	14,635
Rockbridge County	21,294	Norfolk	233,333
Russell County	29,250	Roanoke City	94,482

The geographic limitations of the program have had an impact on potential participation in the program. Not only do the limited number of counties prevent more freedom of movement within the state, they also limit options for victims who wish to move to Virginia from elsewhere. As indicated above, from July 1, 2008 to November 22, 2010, the Office of the Attorney General received 38 phone calls from individuals interested in the program. Thirty-seven of these individuals were not eligible to participate or did not want to participate in the program due to the program's geographic limitations.

In addition, a large number of the counties represented by the pilot are rural. The smaller, rural communities often have fewer housing and transportation options for victims, which may pose an obstacle for victims who wish to move to a location where they cannot be located by their abusers. In those communities, the ACP may not be a viable part of a victim's safety plan. Accordingly, due to these geographic factors, participation in the pilot program is not representative of the level of participation in the program should it be expanded statewide.

The true budget impact of the ACP is also difficult to calculate based upon the current expenses for the expanded ACP pilot. To date, the expenses for postage, supplies, and program materials have been modest and have been absorbed by the Office of the Attorney General. Should the ACP be expanded statewide, these expenses will increase as participation in the program increases, requiring a budget allocation.

Further, during the expanded pilot program, the Office of the Attorney General identified a variety of continuing issues associated with implementing the ACP, particularly if it were to become available throughout the Commonwealth. These issues include ensuring the availability of necessary information for law enforcement officers through VCIN and the DMV database, educating impacted agencies regarding the use of the substitute address by ACP participants, and promoting availability of the program.

³ United States Census Bureau, *Annual Estimates of the Resident Population for Counties of Virginia: April 1, 2000 to July 1, 2009*, <http://www.census.gov/popest/counties/tables/CO-EST2009-01-51.xls>, (accessed November 24, 2010).

Additionally, because the Office of the Attorney General has had a modest number of participants, and because eight participants only recently began actively using the substitute address for mail forwarding, the Office of the Attorney General has not been able to obtain comprehensive data to measure the need for the service, the usage level for the service, and the effectiveness of delivery of the service.

Expansion of the ACP statewide would address the current pilot limitations related to participating localities and developing an accurate estimation of the program budget. In addition, there are other benefits to expanding the program statewide, most importantly, benefits to victims of domestic violence. Statewide expansion would allow more victims to benefit from this program and to include the ACP as a viable component of their safety plan. Victims can freely move within the Commonwealth without worrying about whether a locality is part of the ACP.

Steps for Expanding the Address Confidentiality Program

To implement the program statewide, a number of steps are necessary. First, an appropriation by the General Assembly is necessary pursuant to Chapter 649 of the 2008 Acts of Assembly:

That following the evaluation of the program by the Office of the Attorney General in accordance with the second enactment of this act, the continuation of the address confidentiality program on a statewide basis shall be conditioned upon an appropriation effectuating the purposes of this act passed during the 2011 Session of the General Assembly and signed into law by the Governor.

2008 Va. Acts. ch. 649. The amount of the appropriation should include a modest budget for postage costs associated with forwarding participant mail, updating and distributing program materials, training for impacted local and state agencies and domestic violence programs, and a public awareness campaign to educate local programs and potential participants about the program. (Table 4) While the current program expenses are illustrative of the types of costs currently associated with operation of the program, upon statewide implementation of the program, the numbers of participants will increase, the costs associated with operating the program will increase accordingly. A detailed budget breakdown is also included in Appendix F.

Table 4 - Proposed Budget for Year One of Statewide Expansion

Category	Proposed Expenditures	Calculation of Estimated Costs	Estimated Cost
Postage	Postage associated with forwarding mail to ACP participants and distribution of program materials to local programs and agencies	Rough estimation based upon anticipated increase in mail use with increased number of ACP participants and increased information to local domestic violence programs	\$1,000.00
	One year rental of Post Office Box	One year (12 month) rental fee is \$100.00	\$100.00
Program Materials	Printing of ACP program brochures	10,000 brochures at \$0.15 per brochure	\$1,500.00
	Printing of program application materials	Paper and ink for printing are included in supply costs	
Training and Technical Assistance	Travel for OAG Staff to conduct trainings for state and local agencies and domestic violence programs on the ACP program and working with ACP participants	Estimated travel costs based upon per diem and mileage expenses; See Appendix F	\$2,012.21
	Costs associated with telephone conference calls with local programs and agencies to provide training and technical assistance	VITA charges \$0.047 per minute for each participant; One 60 minute call with 10 participants is \$28.20; estimated 10 conference calls scheduled each year	\$282.20
Supplies	Supplies for operation of program (e.g. envelopes, paper, laminating materials)	Calculated using current supply costs for items currently used by the program; See Appendix F	\$1,215.99
TOTAL			\$6,110.40

Second, legislation must be introduced to expand the program statewide. Specifically, the current language in Chapter 649 of the Acts of Assembly of 2008 must be amended to remove the restriction of the ACP to the current 18 localities.

Third, the Office of the Attorney General would be required to revise current program materials, to provide training and technical assistance for local and state agencies and programs impacted by the ACP, and to implement a public awareness campaign. The estimated cost for these activities is discussed above.

Conclusion

Domestic violence is a serious public safety issue in our community. Our response to domestic violence requires a coordinated community effort, including the participation of law enforcement and government agencies. We must work together to provide public awareness, training, and services.

The purpose of the Address Confidentiality Program is to further assist in providing a level of protection to aid in an overall safety plan for victims of domestic violence. However, the program is not a solution for all victims. Only those victims who have truly taken steps to permanently remove themselves and their families from an abusive environment can truly benefit from the Address Confidentiality Program.

The expansion of the ACP pilot from Arlington County in 2007 to 17 additional localities in 2008 has provided additional information about the issues faced by state agencies and local domestic violence agencies in implementing such a program. A number of issues identified during the original pilot (the program's impact on law enforcement operations; complications related to the Department of Motor Vehicles records and data entry; concerns related to voter registration and school records; and the ability to ensure assessment of personal property taxes) were addressed more in depth during this expanded pilot.

Participation in the ACP pilot has been modest. Currently, there are 11 adult and 11 child participants in the program. Participation has been impacted in large part by the geographic limitations of the current pilot. In addition, participation has been limited by restrictions innate in the program itself, for example, eligibility restrictions for applicants in temporary housing, emphasizing the fact that the program is not for everyone.

However, interest in the ACP among domestic violence programs and potential participants is real. During the expanded pilot, the Office of the Attorney General received a significant number of calls from individuals interested in participating in the program. The Office also received a number of requests from local domestic violence programs that wished to be included in the program as a service to their clients.

Expanding the program statewide would allow more victims to benefit from this program. Victims of domestic violence will have more freedom to move safely within the state without worrying about whether their locality of residence is included in the program. In addition, victims relocating to Virginia from other states will have more freedom to choose the locality in which they will reside and not face the current geographic limitations.

Expanding the program statewide will also provide a more reliable estimate of program costs and provide the opportunity to address issues that may arise with regard to permanent program implementation by impacted state agencies, local law enforcement agencies, and local domestic violence programs.

Appendix A - Applicable Section of the Virginia Code

VIRGINIA ACTS OF ASSEMBLY -- 2008 SESSION

CHAPTER 649

An Act to amend and reenact § 2.2-515.2 of the Code of Virginia, and to amend and reenact the second and third enactments of Chapter 599 of the Acts of Assembly of 2007, relating to victims of domestic violence.

[S 764]

Approved March 13, 2008

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-515.2 of the Code of Virginia is amended and reenacted as follows:

§ 2.2-515.2. (Contingent scope of application - See Editor's notes) Address confidentiality program established; victims of domestic violence; application; disclosure of records.

A. As used in this section:

"Address" means a residential street address, school address, or work address of a person as specified on the person's application to be a program participant.

"Applicant" means a person who is a victim of domestic violence or is a parent or guardian of a minor child or incapacitated person who is the victim of domestic violence.

"Domestic violence" means an act as defined in § 38.2-508 and includes threat of such acts committed against an individual in a domestic situation, regardless of whether these acts or threats have been reported to law-enforcement officers. Such threat must be a threat of force which would place any person in reasonable apprehension of death or bodily injury.

"Domestic violence programs" means public and not-for-profit agencies the primary mission of which is to provide services to victims of sexual or domestic violence.

"Program participant" means a person certified by the Office of the Attorney General as eligible to participate in the Address Confidentiality Program.

B. The Statewide Facilitator for Victims of Domestic Violence shall establish a program to be known as the "Address Confidentiality Program" to protect victims of domestic violence by authorizing the use of designated addresses for such victims. An individual who is at least 18 years of age, a parent or guardian acting on behalf of a minor, a guardian acting on behalf of an incapacitated person, or an emancipated minor may apply to the Office of the Attorney General to have an address designated by the Office of the Attorney General as the applicant's address in person, at domestic violence programs that provide services where the role of the services provider is (i) to assist the eligible person in determining whether the address confidentiality

program should be part of such person's overall safety plan; (ii) to explain the address confidentiality program services and limitations; (iii) to explain the program participant's responsibilities; and (iv) to assist the person eligible for participation with the completion of application materials. The Office of the Attorney General shall approve an application if it is filed in the manner and on the form prescribed by the Attorney General and if the application contains the following:

1. A sworn statement by the applicant *declaring to be true and correct under penalty of perjury* that the applicant has good reason to believe that:

a. The applicant, or the minor or incapacitated individual on whose behalf the application is made, is a victim of domestic violence; ~~and~~

b. The applicant fears further violent acts from the applicant's assailant; *and*

c. The applicant is not on active parole or probation supervision requirements under federal, state, or local law.

2. A designation of the Office of the Attorney General as agent for the purpose of receiving mail on behalf of the applicant;

3. ~~The mailing address where the applicant can be contacted by the Office of the Attorney General~~ *applicant's actual address to which mail can be forwarded* and a telephone number where the applicant can be called;

4. ~~The new address that the applicant requests not be disclosed because of the increased risk of domestic violence~~ *A listing of any minor children residing at the applicant's actual address, each minor child's date of birth, and each minor child's relationship to the applicant;* and

5. The signature of the applicant and any person who assisted in the preparation of the application and the date.

C. Upon approval of a completed application, the Office of the Attorney General shall certify the applicant as a program participant. An applicant shall be certified for one year following the date of the institution of the program, unless the certification is withdrawn or invalidated before that date. A program participant may apply to be recertified every year.

D. Upon receipt of first-class mail addressed to a program participant, the Attorney General or his designee shall forward the mail to the actual address of the program participant. The actual address of a program participant shall be available only to the Attorney General and to those employees involved in the operation of the Address Confidentiality Program and to law-enforcement officers ~~for law-enforcement purposes~~. *A program participant's actual address may be entered into the Virginia Criminal Information Network (VCIN) system so that it may be made known to law-enforcement officers accessing the VCIN system for law-enforcement purposes.*

E. The Office of the Attorney General may cancel a program participant's certification if:

1. The program participant requests withdrawal from the program;
2. The program participant obtains a name change through an order of the court;
3. The program participant changes his residence address and does not provide seven days' notice to the Office of the Attorney General prior to the change of address;
4. The mail forwarded by the Office of the Attorney General to the address provided by the program participant is returned as undeliverable; ~~or~~
5. Any information contained in the application is false; ~~;~~
6. *The program participant has been placed on parole or probation while a participant in the address confidentiality program; and*
7. *The applicant is required to register as a sex offender pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1.*

For purposes of the address confidentiality program, residents of temporary housing for 30 days or less are not eligible to enroll in the address confidentiality program until a permanent residential address is obtained.

The application form shall contain a statement notifying each applicant of the provisions of this subsection.

F. A program participant may request that any state or local agency use the address designated by the Office of the Attorney General as the program participant's address, *except when the program participant is purchasing a firearm from a dealer in firearms.* The agency shall accept the address designated by the Office of the Attorney General as a program participant's address, unless the agency has ~~demonstrated~~ *received a written exemption from the Office of the Attorney General demonstrating* to the satisfaction of the Attorney General that:

1. The agency has a bona fide statutory basis for requiring the program participant to disclose to it the actual location of the program participant; ~~and~~
2. The disclosed confidential address of the program participant will be used only for that statutory purpose and will not be disclosed or made available in any way to any other person or agency; *and*
3. *A state agency may request an exemption by providing in writing to the Office of the Attorney General identification of the statute or administrative rule that demonstrates the agency's bona fide requirement and authority for the use of the actual address of an individual. A request for a waiver from an agency may be for an individual program participant, a class of program participants, or all program participants. The denial of an agency's exemption request shall be in writing and include a statement of the specific reasons for the denial. Acceptance or denial of an agency's exemption request shall constitute final agency action.*

Any state or local agency that discloses the program participant's confidential address provided by the Office of the Attorney General shall be immune from civil liability unless the agency acted with gross negligence or willful misconduct.

A program participant's actual address shall be disclosed pursuant to a court order.

G. Records submitted to or provided by the Office of the Attorney General in accordance with this section shall be exempt from disclosure under the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) to the extent such records contain information identifying a past or current program participant, including such person's name, actual and designated address, telephone number, and any email address. However, access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of a program participant in cases where the program participant is a minor child or an incapacitated person, except when the parent or legal guardian is named as the program participant's assailant.

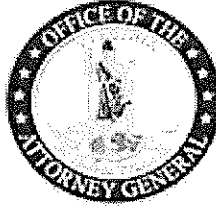
H. Neither the Office of the Attorney General, its officers or employees, or others who have a responsibility to a program participant under this section shall have any liability nor shall any cause of action arise against them in their official or personal capacity from the failure of a program participant to receive any first class mail forwarded to him by the Office of the Attorney General pursuant to this section. Nor shall any such liability or cause of action arise from the failure of a program participant to timely receive any first class mail forwarded by the Office of the Attorney General pursuant to this section.

2. That the second and third enactments of Chapter 599 of the Acts of Assembly of 2007 are amended and reenacted as follows:

2. That the provisions of this act shall be limited to and implemented solely within the ~~County of~~ *Arlington Counties of Albemarle, Arlington, Augusta, Dickenson, Fairfax, Henry, Lee, Rockbridge, Russell, Scott, Washington, and Wise as well as the Cities of Buena Vista, Charlottesville, Lexington, Martinsville, Norfolk, and Roanoke.* An evaluation of the program shall be prepared by the Office of the Attorney General and the results forwarded to the members of the Senate Committee on General Laws and the House Committee on General Laws by December 31, ~~2007~~ *2010*.

3. That following the evaluation of the program by the Office of the Attorney General in accordance with the second enactment of this act, the continuation of the address confidentiality program on a statewide basis shall be conditioned upon an appropriation effectuating the purposes of this act ~~in the appropriation act~~ passed during the ~~2008~~ *2011* Session of the General Assembly and signed into law by the Governor.

Appendix B – Application Materials



Kenneth T. Cuccinelli, II
 Attorney General
 Commonwealth of Virginia

ADDRESS CONFIDENTIALITY PROGRAM APPLICATION

Please mail completed application
 & checklist with signed authorization card form(s) to:

For ACP Use only

ACP
PO BOX 1133
Richmond, Virginia 23218-1133

#	
---	--

Type of application: <input type="checkbox"/> New <input type="checkbox"/> Reinstatement <input type="checkbox"/> Renewal <input type="checkbox"/> New Name <input type="checkbox"/> _____		
APPLICANT'S LEGAL NAME (First, Middle, Last) Mr. Ms.	DATE OF BIRTH (mm/dd/yyyy)	
Has applicant ever participated in a confidential address program in VA or in another state? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, in what state?		
CO-APPLICANT NAME(s) (First, Middle, Last)	DATE OF BIRTH (mm/dd/yyyy)	<i>Relationship to applicant</i>
A.		
B.		
C.		
D.		
E.		
NOTE: Adult co-applicants must sign the application, checklist, and an authorization card form.		
RESIDENCE ADDRESS (Actual residential address is <u>required</u> to participate in the ACP.)		
Street Address: _____		Apt # _____
City _____	VA ZIP _____	County: _____
If mail delivery is not available at this address, please call the ACP.		
TELEPHONE #1 (circle one) home/work/cell ()	TELEPHONE #2 (circle one) home/work/cell ()	TELEPHONE #3 _____ ()

CERTIFICATION CANCELLATION: Participants are certified for 1 year following the date of certification unless the certification is withdrawn or cancellation before that date. A participant may voluntarily withdraw his or her certification at any time. The ACP can cancel a participant's certification in the following instances:

- 1) If the participant obtains a name change;
- 2) If the participant changes address from the address on the application and the participant does not notify the ACP within 7 days;
- 3) If mail forwarded to the participant is returned as non-deliverable;
- 4) If the participant knowingly uses false information during the application process;
- 5) If the 1 year certification period has expired and the participant has not submitted a renewal form;
- 6) If the participant has been placed on parole or probation while a participant in the ACP; or
- 7) If the participant is required to register as a sex offender pursuant to the Sex Offender and Crimes Against Minors Registry program (Chapter 9, of Title 9.1 of the Code of Virginia).

*I am (or the applicant/co-applicant for whom I am the parent/guardian is) a victim of **domestic violence** and I fear further violent acts from my abuser. I am a resident of the Commonwealth of Virginia and have recently relocated to a place unknown to the abuser. I certify that I am not on active parole or probation supervision requirements under federal, state, or local law. I certify that I am not a convicted sex offender for which registration is required pursuant to the Sex Offender and Crimes Against Minors Registry program as statutorily provided through Chapter 9, of Title 9.1 of the Code of Virginia. I understand that knowingly providing the ACP with false or incorrect information is punishable under Va. Ann. Code §18.2-434 or other applicable statutes and may jeopardize my participation in the program. I certify under penalty of perjury that the information contained in this form is true and accurate.*

Signature of Applicant or Parent/Guardian

Date

Sworn and subscribed to before me, a Notary Public, in and for the State of Virginia, County/City of

_____, on this _____ day of _____, 200__.

Notary Public

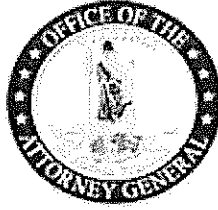
My Commission Expires: _____

Signature of Person Who Assisted in Preparation

Date

Questions? Call ACP at 804-692-0592

2/2010



Kenneth T. Cuccinelli, II
Attorney General
Commonwealth of Virginia

Address Confidentiality Program
P.O. Box 1133
Richmond, Virginia 23218-1133

ADDRESS CONFIDENTIALITY PROGRAM
P.O. Box 1133, Richmond, VA 23218-1133
1-804-692-0592

CHECKLIST OF UNDERSTANDING

Please initial all Blanks

- ___ I understand it is my responsibility to notify family, friends, businesses, and government agencies that I have moved to a confidential location and have an Address Confidentiality Program (ACP) mailing address;
- ___ The ACP is a mail-forwarding service, so my mail will go to the ACP office first and then the ACP will forward it to my home. I understand that the ACP does not forward magazines, packages and/or presorted standard "junk" mail. Only first class mail will be forwarded to me. I understand that participation in ACP means it may take longer to receive my mail;
- ___ I understand it is my responsibility to notify state and local government agencies that I participate in the ACP. When my application is processed, the ACP will send me an authorization card printed with my ACP substitute address. If I want a state or local government agency to accept my ACP substitute address instead of my home address, I need to show my ACP authorization card to the agency employee;
- ___ I understand that I share the ACP address (P.O. Box 1133) with other participants. The ACP receives a large volume of mail each and every day. I understand that if the ACP Post Office Box AND the ACP Code number is not on my mail, my mail will be delayed or may never reach me;
- ___ I understand that I am required by law to notify the ACP of my new address within seven days' notice. I understand that if I submit a mail forwarding order with the United States Postal Service (USPS), my new address will be placed on a national database;

- ___ I understand that applying under a name other than my legal name could result in denial of ACP privileges or denial of services from other government agencies. I understand that the ACP cannot forward mail to me if it is addressed to a name different than the name (or names) I wrote on the ACP application;
- ___ I understand that government agencies and businesses often share information. Giving information to one agency or business may mean others have access to it. If I choose to give my actual address to a state or local government agency, that agency **does not have to** and **probably will not** keep my actual address confidential;
- ___ I understand that my actual address will be disclosed to law enforcement officers and may be entered into the Virginia Criminal Information Network (VCIN) for law enforcement purposes;
- ___ I understand that, if my abuser is a law enforcement officer, the best means of protecting my address from disclosure to my abuser as a law enforcement officer is to seek a protective order against my abuser. I understand that if I do not do so, my abuser may access my address through VCIN or in his or her capacity as a law enforcement officer;
- ___ I understand that in order to have my ACP address on my driver's license or identification card, I must update my information by completing and submitting DMV's Driver's License and Identification Card Application to the DMV. In order to update my vehicle registration I must complete and submit the DMV's Address Change Request to the DMV. My ACP authorization card is proof that I am a participant in the program and it is not proof of identity;
- ___ I understand that only state and local government agencies are required to accept my ACP substitute address in place of my home address. Private companies such as banks, grocery or department stores, credit reporting agencies, etc., are not required to accept my ACP substitute address. In these cases, it is my responsibility to explore safe options;
- ___ Virginia state law prohibits disclosure of participant's records under the Virginia Freedom of Information Act (§2.2-3700 et. seq.). I understand the only circumstances under which the ACP will release my file information – including street address and phone number(s) – would be to a state agency with *bona fide* statutory basis for requiring the ACP to disclose my actual address;
- ___ I understand that the information I give to the ACP is confidential, but my participation in the ACP is not. If asked, the ACP will verify that I am a program participant and that the ACP substitute address is my legal mailing address;
- ___ I understand that my participation in the ACP will be cancelled if: 1) I request cancellation, 2) the ACP discovers that I provided false information on the ACP application, 3) I move from the address I have given the ACP and do not notify the ACP in advance, 4) mail forwarded to me is returned to the ACP as undeliverable, 5) I move

permanently or temporarily out of state, 6) I change my name through an order of the court, 7) I have been placed on parole or probation while I am a participant of ACP, or 8) I am required to register as a sex offender pursuant to the Sex Offender and Crimes Against Minors Registry, Chapter 9, of Title 9.1 of the Code of Virginia; If any one of the above events occur I am required to return the ACP card to the Attorney General's Office via United States Post Service;

___ As an ACP participant, the Office of the Attorney General is my legal agent for service of process and receipt of mail (Va. Ann. Code §2.2-515.2). That means if the ACP accepts legal documents or certified mail addressed to me, it is as if I received the mail myself;

___ I understand that I am ineligible to participate in the ACP if I am a sex offender for which registration is required pursuant to the Sex Offender and Crimes Against Minors Registry program as statutorily provided through Chapter 9 of Title 9.1 of the Code of Virginia;

___ I understand that upon receiving my application the ACP will conduct a search of the Sex Offender and Crime Against Minors Registry and may contact the Virginia State Police to determine ineligibility due to conviction(s) of sexual offense(s) for which registration is required;

___ I understand that I am ineligible to participate in the ACP if I am currently on parole and/or probation; I understand that I am to also notify the ACP if I am placed on parole and/or probation while I am a participant in the ACP;

___ I understand that, if I am a resident of temporary housing for 30 days or less at the time of my application, I am ineligible to participate in the ACP until I obtain a permanent residential address;

___ I understand that pursuant to federal and state law I must provide my actual address along with a photo identification issued by the a government agency of the Commonwealth of Virginia or by the United States Department of Defense when a purchasing a firearm from a gun dealership. The information contained in the application is shared with law enforcement and is retained by law enforcement for 30 days, and is retained by the gun dealership indefinitely;

___ I understand that I will be required to provide my actual address in court proceedings. Information contained in court records is public information;

___ I understand that during the issuance of a traffic summons for a traffic violation I will be required to provide my actual address to law enforcement;

___ I understand that during a criminal investigation or arrest situation I will be required to provide my actual address to law enforcement.

I understand the items above and I hereby designate the Office of the Attorney General as my legal agent for service of process and receipt of mail. I authorize the Office of the Attorney General to act on my behalf or in my place when processing my mail.

Signature of Applicant: _____ **Date:** _____

Signature of Adult Co-applicant: _____ **Date:** _____

Sworn and subscribed to before me, a Notary Public, in and for the State of Virginia,
County/City of _____, on this _____ day of _____, 200__.

Notary Public

My Commission Expires: _____

Please initial all blanks, sign and mail the Checklist to:
Address Confidentiality Program, P.O. Box 1133
Richmond, Virginia 23218-1133

Questions? Call ACP at 1-804-692-0592

Appendix C – Program Summary



COMMONWEALTH of VIRGINIA

Kenneth T. Cuccinelli, II
Attorney General

Office of the Attorney General

ADDRESS CONFIDENTIALITY PROGRAM
Post Office Box 1133
Richmond, Virginia 23218-1133

COMMONWEALTH OF VIRGINIA ADDRESS CONFIDENTIALITY PROGRAM

SUMMARY OF THE PROGRAM: The Address Confidentiality Program (ACP) provides services to domestic violence victims. The ACP began July 1, 2007 and is administered by the Office of the Attorney General. Laws governing the program are located in Va. Code Ann. § 2.2-515.2. Program participants are residents of the Commonwealth of Virginia who have recently relocated and whose new location is unknown to the abuser. The goal of the Address Confidentiality Program is to help domestic violence victims keep their new address confidential.

The ACP helps keep the victim's new location confidential. The ACP is not retroactive and cannot provide absolute protection. The ACP is only one piece of a victim's overall safety plan. By itself the ACP cannot keep victims safe. Each ACP participant should seek counseling through a crisis center and shelter services for an overall safety plan.

The ACP provides cost-free mail forwarding service. Program participants are authorized to use a "substitute" mailing address in lieu of a home address. The Office of the Attorney General serves as each program participant's legal agent for receipt of mail and service of process.

The actual address of a program participant is be available only to the Attorney General and to those employees involved in the operation of the Address Confidentiality Program and to law-enforcement officers for law-enforcement purposes.

APPLYING FOR ACP PARTICIPATION: The ACP is intended to help victims of domestic violence who have confidentially relocated to a location unknown by their abusers. **Participation in the ACP is limited to victims living in eighteen localities (the Counties of Albemarle, Arlington, Augusta, Dickenson, Fairfax, Henry, Lee, Rockbridge, Russell, Scott, Washington and Wise, and the Cities of Buena Vista, Charlottesville, Lexington, Martinsville, Norfolk and Roanoke)** and is not transferable if a participant moves to another state. Both adults and children can participate in this program. Victims complete applications for participation in the ACP through their local domestic violence programs. The applications must be made under oath and signed by the applicant before a notary. Completed applications are then forwarded to the ACP in Richmond, Virginia where they are reviewed and certified. Each certified participant is assigned an authorization code number and issued an ACP authorization card. Once participants receive their ACP authorization card they can apply for state and local services using the ACP

substitute address. It is the participant's responsibility to let the agency employees know that they are an ACP participant and that they wish to use the ACP substitute address.

Each participant must fully complete the Address Confidentiality Program (ACP) application packet. The package contains the application, an authorization card with instructions, a checklist which must be read, initialed and notarized by each participant. A valid government issued identification card must be submitted with the application packet for processing. The applicant must also include a copy of a billing statement (utility, telephone, gas etc.), or an executed lease or other documents showing the name and actual address of the applicant. (The applicant can remove or redact other confidential information from the bill or executed lease). The entire application packet (application, checklist, authorization card, valid government issued identification card, executed lease or billing statement) should be mailed to ACP, P.O. Box 1133, Richmond, Virginia 23218-1133 for processing. The ACP card is not valid until it is processed by the Office of the Attorney General.

Participation in the ACP is not permitted if the applicant is a sex offender for which registration is required pursuant to the Sex Offender and Crimes Against Minors Registry program as statutorily provided through Chapter 9, of Title 9.1 of the Code of Virginia, or if the applicant is currently on parole and/or probation.

Applicants who are residents of temporary housing for thirty (30) days or less are not eligible to enroll in the ACP until a permanent residential address is obtained.

Participants will be required to provide their actual address when purchasing firearms from a gun dealership. Participants will also be required to provide their actual address to law enforcement during the issuance of a traffic summons for a traffic violation and during a criminal investigation or arrest situation.

THE ACP SUBSTITUTE ADDRESS: The substitute address has no relation to a participant's actual location. All ACP participants are authorized to use the same post office box, which is the ACP's post office box in Richmond, Virginia (P.O. Box 1133, Richmond, Virginia 23218-1133). The ACP assigns each participant a unique authorization code number which must be used as part of the substitute address. The ACP receives, sorts, repackages, and forwards all first class mail to each participant's actual residential address. The ACP does not forward magazines and catalogs.

The ACP issues an authorization card to each program participant. The authorization card is not proof of identification, but includes the participant's name, signature, birth date, authorization code and substitute address. When a program participant presents his or her authorization card, state and local government agencies must accept the ACP substitute address as though it is a person's actual residential address.

In some situations, where an agency has bona fide statutory or administrative authority for use of or need of an individual's actual address, an agency may petition the Office of the Attorney General for an exemption to the ACP laws. If the Office of the Attorney General grants the agency an ACP exemption, program participants involved with that agency may have to reveal their actual location.

Program participants choose when to use the substitute address. When an ACP participant chooses to reveal his or her actual address, the agency is not legally obligated to keep that information confidential. Since the participant is legally making the Attorney General their agent for receipt of mail and service of process, the Attorney General is obligated to verify the participation of a specific program participant. The person

requesting the verification must supply the ACP with the participant's name and the ACP authorization code number. However, the ACP cannot provide any additional information including the participant's actual location.

DISCLOSURE OF RECORDS: The Office of the Attorney General will not make any records available in a participant's file (including the participant's address and phone number) for inspection or copying unless:

- 1) directed in a court order or
- 2) requested by a law enforcement agency.

Access will not be denied to the participant, or to the parent or legal guardian of a program participant in cases where the program participant is a minor child or an incapacitated person, unless the parent or legal guardian is named as the program participant's assailant.

A participant's actual address may be entered in to the Virginia Criminal Information Network (VCIN) system so that it may be made known to law-enforcement officers accessing the VCIN system for law enforcement purposes only. Otherwise, a law enforcement request must be in writing, on agency letterhead and be signed by the agency's chief law enforcement officer. The request must contain the stated reasons and legitimate purpose for the request.

In the event that the participant's abuser is a law enforcement officer, it is the responsibility of the ACP participant to seek a protective order against the law enforcement officer in order to prevent that officer's access to the participant's information through the VCIN system.

Records are exempt from disclosure under the Virginia Freedom of Information Act (Va. Code Ann. § 2.2-3700 et. seq.).

UPDATING DRIVER LICENSE OR IDENTIFICATION CARD: In order to have the ACP address on a valid Virginia driver's license or photo identification card, participants will need to change the address with the Department of Motor Vehicles (DMV) and obtain a replacement document. Or, if a participant wishes to obtain a Virginia driver's license or photo identification card for the first time, they will need to establish the ACP address in DMV's records.

In order to change a current address to the ACP address or to establish a new record using the ACP address in DMV's records, participants must contact DMV's Identification Review Services group (DMV/IRS) by telephone at (804) 367-0064 and provide them with the participant name and unique authorization code as displayed on the Address Confidentiality Program participant card. This office is open Monday – Friday between 8:00 AM and 5:15 PM and Saturday 8:00 AM – 12:00 noon.

DMV/IRS will verify enrollment in the program and will update the mailing and residence addresses on the participant's record. The new addresses will be those assigned by the Attorney General's Office. Once the address is updated, participants will be eligible to obtain a replacement driver's license or ID card through all service methods normally available including in person at a DMV office or through the Internet or Touch tone. If no license or ID is currently held, the participant will be able to make application in person at any DMV office. Further details can be found on DMV's website at www.dmvNOW.com or by calling DMV Customer Service Toll Free: 1-866-DMVLINE (1-866-368-5463) or 1-800-435-5137 or TTY: 1-800-272-9268. The new driver's license or ID card will display the P.O. Box mailing address assigned by the Attorney General's Office.

When a participant is no longer enrolled in the Address Confidentiality Program they will be responsible for changing their address with DMV. To do this, the participant must notify DMV/IRS using the contact information above.

UPDATING VEHICLE REGISTRATION: ACP participants will be responsible for notifying DMV of any change to the garage jurisdiction of vehicles registered in Virginia.

Participants who own a motor vehicle registered in Virginia must change their address with DMV and obtain a replacement document. In order to do this they should complete the DMV's Address Change Request. The application can be obtained at the local DMV office or online at:

<http://www.dmv.virginia.gov/webdoc/pdf/isd01.pdf>

When completing the application, participants should enter the mailing and residence addresses assigned by the Attorney General's Office. The actual garage jurisdiction should be entered in the "garage jurisdiction" box. The form should be mailed to:

Virginia Department of Motor Vehicles
Customer Service Renewal Center (Rm. 308)
P.O. Box 27412
Richmond, VA 23269

The new registration card(s) will be mailed to the participant using the ACP mailing address.

VOTING BY ACP PARTICIPANTS: For purposes of registering to vote, ACP participants are required to provide their actual street address, but upon presenting an ACP authorization card, the participant may request that the ACP substitute P.O. Box address be used in lieu of his/her actual street address on public voting records. The participant's actual street address will be used by election officials to verify that the participant is qualified to vote, but will not be made available to the public. Public lists of registered voters, primary voters or registration records open to public inspection, as permitted by law, will only include the participant's ACP substitute address and not his/her actual street address.

For purposes of voting, the ACP participant will present to the officer of election an appropriate form of identification, such as a valid Virginia Driver's license. The ACP participant should also inform the officer of election of their ACP substitute address, either verbally or by presenting their ACP authorization card. The pollbook used by the officer of election to determine whether a voter is qualified will only include the voter's ACP substitute address, not his/her actual street address.

ACP PARTICIPANTS AND SCHOOL RECORDS: Virginia law requires each school division to provide a free public school education to each person of school age who resides within the school division. Virginia law also permits school boards to charge tuition to students who do not reside within the school division but wish to attend the division schools. Because a program participant's substitute address has no relation to the participant's actual location, it may be necessary for a school board to verify the *bona fide* residence of a participant within a particular school division by contacting the Office of the Attorney General in order to ensure receipt of free public school education.

Participation in the Address Confidentiality Program will not affect the rights and protections afforded by the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of

student education records. FERPA gives parents certain rights with respect to their children's education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. ACP participants should work with school officials to ensure that the substitute address is reflected in education records.

CERTIFICATION CANCELLATION: Participants are certified for one (1) year following the date of certification unless the certification is withdrawn or cancelled before that date. A participant may voluntarily withdraw their certification at any time. The ACP can cancel a participant's certification in the following instances:

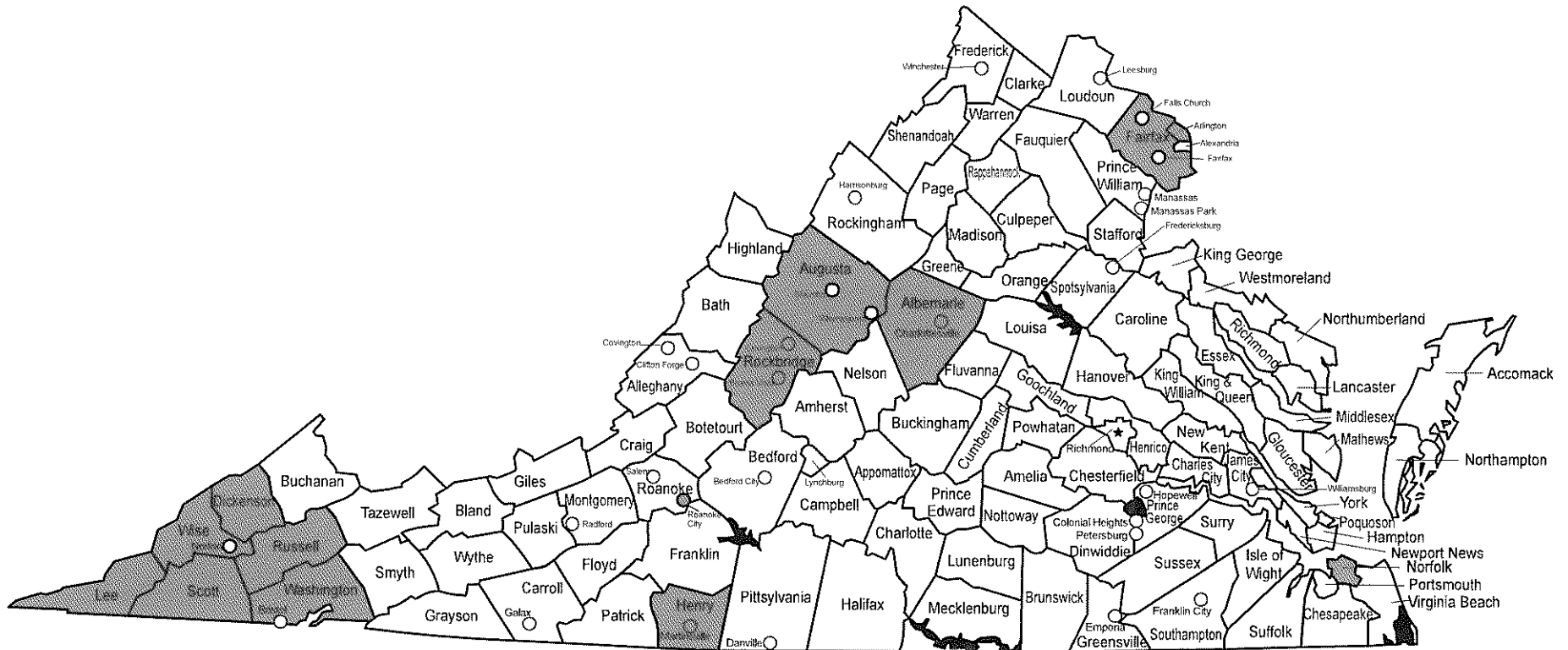
- 8) If the participant obtains a name change;
- 9) If the participant changes address from the address on the application and the participant does not notify the ACP within 7 days;
- 10) If mail forwarded to the participant is returned as non-deliverable;
- 11) If the participant knowingly uses false information during the application process;
- 12) If the 1 year certification period has expired and the participant has not submitted a renewal form;
- 13) If the participant has been placed on parole or probation while a participant in the ACP; or
- 14) If the participant is required to register as a sex offender pursuant to Va. Code Ann. § 9.1-900 et. seq.

CONTACT: For any questions regarding the ACP, contact Melissa Roberson, Domestic Violence Initiatives Coordinator, at (804) 692-0592 or mdickert@oag.state.va.us.

FORM 02/10

Address Confidentiality Program Pilot Localities

as of July 1, 2008



Appendix D – ACP Mail and Phone Call Logs

**Address Confidentiality Program
Mail and Postage Log
July 1, 2007 - November 22, 2010**

Participant Name/Cost Center	PMB #	Date Mail Received	Date Mail Sent to Participant	Cost	Envelope Size	Notes
2007						
**ACP Participant	2007RM100	8/29/2007	9/4/2007	\$ 1.48	9 X 12	Original Application
**ACP Participant	2007RM100		11/28/2007	\$ 0.41	Standard	
**ACP Participant	2007RM101	n/a	11/28/2007	\$ 1.65	10 X 13	Original Application
Post Office Box Fees				\$ 50.00		6 months
Post Office Box Fees				\$ 96.00		12 months
**ACP Participant	2007RM100	12/6/2007	12/6/2007	\$ 0.58	Standard	
2007 TOTAL				\$ 150.12		
2008						
**ACP Participant	2007RM101	n/a	1/16/2008	\$ 0.41	Standard	Follow up letter
**ACP Participant	2007RM1002	7/10/2008	7/10/2008	\$ 0.42	Standard	mail in
**ACP Participant	2007RM1002	8/15/2008	8/15/2009	\$ 0.42	Standard	mail in
**ACP Participant	RM1003	n/a	9/2/2008	\$ 1.65	10 X 13	Original Application
**ACP Participant	2007RM1002	10/22/2008	10/22/2008	\$ 0.42	Standard	mail in
2008 TOTAL				\$ 3.32		
2009						
Local agency/program		n/a	2/12/2009	\$ 92.50	1stCI Regular Flat	
Local agency/program		n/a	2/12/2009	\$ 8.21	1stCI Regular Flat	
Local agency/program		n/a	2/12/2009	\$ 17.16	1stCI Regular Letter	
Local agency/program		n/a	2/12/2009	\$ 15.96	1stCI Regular Letter	
Local agency/program		n/a	2/12/2009	\$ 5.70	1stCI Regular Flat	
Local agency/program		n/a	2/12/2009	\$ 5.90	1stCI Regular Flat	
Local agency/program		n/a	2/12/2009	\$ 4.95	Priority Mail Env/Pkg	
**ACP Participant		n/a	2/17/2009	\$ 0.76	1stCI Regular Letter	
Local agency/program		n/a	2/17/2009	\$ 55.00	Priority Mail Env/Pkg	
Local agency/program		n/a	2/17/2009	\$ 55.00	No Class	
**ACP Participant	2009RM01		2/13/2009	\$ 1.67	large flat	original application
**ACP Participant	2009RM02		2/13/2009	\$ 1.67	large flat	original application
**ACP Participant	2007RM1002		4/4/2009	\$ 0.42	Standard	Renewal letter
**ACP Participant	2009RM03		5/20/2009	\$ 1.67	large flat	original application
**ACP Participant		n/a	7/1/2009	\$ 3.15	1stCI Regular Flat	
**ACP Participant		n/a	7/1/2009	\$ 1.90	1stCI Regular Flat	
**ACP Participant	RM1003		8/1/2009	\$ 0.44	Standard	Renewal letter
**ACP Participant	09BM1000		8/31/2009	\$ 1.67	large flat	original application

**Address Confidentiality Program
Mail and Postage Log
July 1, 2007 - November 22, 2010**

Participant Name/Cost Center	PMB #	Date Mail Received	Date Mail Sent to Participant	Cost	Envelope Size	Notes
**ACP Participant	RM1004		8/1/2009	\$ 0.44	Standard	Renewal letter
**ACP Participant	09BM1002		8/10/2009	\$ 0.44	Standard	More Info letter
**ACP Participant	09BM1001		9/24/2009	\$ 1.67	large flat	original application
**ACP Participant	09BM1002		9/24/2009	\$ 1.67	large flat	original application
**ACP Participant	09BM1000	9/30/2009	9/30/2009	\$ 0.44	Standard	Mail In
**ACP Participant	09BM1003		12/16/2009	\$ 0.44	Standard	More Info letter
**ACP Participant	09BM1003		12/21/2009	\$ 2.60	large flat	original application
Post Office Box Fees			12/1/2009	\$ 100.00		12 months
2009 TOTAL				\$ 381.43		
2010						
**ACP Participant	09BM1003	1/7/2010	1/7/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	1/8/2010	1/8/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	1/20/2010	1/20/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	1/26/2010	1/26/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	2/5/2010	2/5/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1003	2/9/2010	2/9/2010	\$ 0.44	7 X 10	
Post Office Box Fees			2/9/2010	\$ 17.00		Late Fee
**ACP Participant	09BM1003	2/12/2010	2/12/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1003	2/16/2010	2/16/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	2/16/2010	2/16/2010	\$ 0.61	7 X 10	
**ACP Participant	2009RM02		2/17/2010	\$ 0.78	standard	
**ACP Participant	09BM1003	2/23/2010	2/23/2010	\$ 1.56	7 X 10	
**ACP Participant	09BM1000	2/23/2010	2/23/2010	\$ 0.78	7 X 10	
Abuse Alternatives			2/26/2010	\$ 5.54	UPS Ground	New Program Materials
ACTS Turning Points			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Arlington Co. Violence Intervention			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Citizens Against Family Violence			2/26/2010	\$ 7.00	UPS Ground	New Program Materials
Doorways			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Fairfax Co. DV/SA Programs			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Family Crisis Support Services			2/26/2010	\$ 7.33	UPS Ground	New Program Materials
Help and Emergency Response			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Hope House Scott Co.			2/26/2010	\$ 10.74	UPS Ground	New Program Materials
New Directions			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
People Inc.			2/26/2010	\$ 7.33	UPS Ground	New Program Materials

**Address Confidentiality Program
Mail and Postage Log
July 1, 2007 - November 22, 2010**

Participant Name/Cost Center	PMB #	Date Mail Received	Date Mail Sent to Participant	Cost	Envelope Size	Notes
Project Horizon			2/26/2010	\$ 7.00	UPS Ground	New Program Materials
Safe Home Systems			2/26/2010	\$ 10.42	UPS Ground	New Program Materials
Salvation Army Turning Points			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Samaritan House			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Shelter for Help in Emergency			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
Total Action Against Poverty			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
YWCA Hampton			2/26/2010	\$ 5.22	UPS Ground	New Program Materials
**ACP Participant	09BM1003	3/1/2010	3/1/2010	\$ 2.24	7 X 10	
**ACP Participant	09BM1003	3/4/2010	3/4/2010	\$ 0.78		
**ACP Participant	09BM1000	3/4/2010	3/4/2010	\$ 0.78	7 X 10	
**ACP Participant	09BM1000	3/9/2010	3/9/2010	\$ 1.56	10X 13	
**ACP Participant	2009RM02	3/11/2010	3/11/2010	\$ 0.78	10 X 13	
**ACP Participant	2009RM02		3/11/2010	\$ 0.61	9.5 X 12.5	
**ACP Participant	09BM1000	3/12/2010	3/15/2010	\$ 0.44	standard	
**ACP Participant	09BM1003	3/17/2010	3/17/2010	\$ 0.78	10 X 13	
**ACP Participant	09BM1000	3/17/2010	3/17/2010	\$ 0.61	10 X 13	
**ACP Participant	09BM1003	3/24/2010	3/25/2010	\$ 0.44	10 X 13	
**ACP Participant	09BM1000	3/24/2010	3/25/2010	\$ 0.61	10 X 13	
**ACP Participant	09BM1000	3/29/2010	3/30/2010	\$ 0.61	10 X 13	
**ACP Participant	09BM1003	3/30/2010	3/30/2010	\$ 0.44	10 X 13	
**ACP Participant	09BM1003	3/31/2010	3/31/2010	\$ 8.69	UPS Ground	
**ACP Participant	2010KC02		3/31/2010	\$ 0.44	standard	
**ACP Participant	2010KC01		3/31/2010	\$ 0.44	standard	
**ACP Participant	09BM1003	4/2/2010	4/2/2010	\$ 4.90	10 X 13	
**ACP Participant	09BM1001	4/2/2010	4/2/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1003	4/7/2010	4/7/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	4/7/2010	4/7/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	4/12/2010	4/12/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	4/14/2010	4/14/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC02	4/14/2010	4/14/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	4/19/2010	4/16/2010	\$ 0.61	7 X 10	
**ACP Participant	2009RM03		4/22/2010	\$ 4.90	9.5 X 12.5	renewal letter
**ACP Participant	2010KC03		4/22/2010	\$ 2.45	10 X 15	new participant package
**ACP Participant	2010KC03		4/22/2010	\$ 0.61	10 X 13	return envelope for card

**Address Confidentiality Program
Mail and Postage Log
July 1, 2007 - November 22, 2010**

Participant Name/Cost Center	PMB #	Date Mail Received	Date Mail Sent to Participant	Cost	Envelope Size	Notes
**ACP Participant	09BM1003	4/26/2010	4/26/2010	\$ 0.78	7 X 10	
**ACP Participant	09BM1003	4/28/2010	4/29/2010	\$ 4.90	12.5 X 15	
**ACP Participant	2010KC03	4/28/2010	4/29/2010	\$ 0.44	standard	
**ACP Participant	09BM1003	5/4/2010	5/4/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	5/4/2010	5/4/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1003	5/11/2010	5/11/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1003	5/24/2010	5/24/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	5/24/2010	5/24/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC02	5/24/2010	5/24/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC03	5/24/2010	5/24/2010	\$ 1.39	9 X 12	
**ACP Participant	09BM1003	6/1/2010	6/1/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	6/1/2010	6/1/2010	\$ 1.90	10 X 15	
**ACP Participant	2010KC02	6/1/2010	6/1/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC03	6/1/2010	6/1/2010	\$ 0.61	9 X 12	
**ACP Participant	09BM1000	6/11/2010	6/11/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC02	6/11/2010	6/11/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC03	6/11/2010	6/11/2010	\$ 0.95	10 X 15	
**ACP Participant	09BM1003	6/14/2010	6/14/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1000	6/14/2010	6/14/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC03	6/14/2010	6/14/2010	\$ 0.78	10 X 15	
**ACP Participant	09BM1000	6/17/2010	6/17/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC02	6/17/2010	6/17/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC03	6/17/2010	6/17/2010	\$ 0.44	7 X 10	
Local Fairfax Program		6/21/2010	6/21/2010	\$ 4.90	10 X 15	new application packages
**ACP Participant	09BM1003	6/29/2010	6/29/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	6/29/2010	6/29/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC02	6/29/2010	6/29/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC03	6/29/2010	6/29/2010	\$ 1.39	10X 13	
New Possible Participant		7/1/2010	7/1/2010	\$ 2.45	10 X 15	new application packages
**ACP Participant	09BM1000	7/6/2010	7/6/2010	\$ 1.05	7 X 10	
**ACP Participant	09BM1003	7/14/2010	7/14/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1003	7/19/2010	7/19/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	7/19/2010	7/19/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC02	7/19/2010	7/19/2010	\$ 0.44	7 X 10	

**Address Confidentiality Program
Mail and Postage Log
July 1, 2007 - November 22, 2010**

Participant Name/Cost Center	PMB #	Date Mail Received	Date Mail Sent to Participant	Cost	Envelope Size	Notes
**ACP Participant	09BM1000	7/26/2010	7/26/2010	\$ 1.73	10 X 15	
**ACP Participant	09BM1003	8/3/2010	8/3/2010	\$ 0.44	6 X 9	
**ACP Participant	09BM1000	8/3/2010	8/3/2010	\$ 0.95	7 X 10	
**ACP Participant	2010KC02	8/3/2010	8/3/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC03	8/3/2010	8/3/2010	\$ 4.90	9 X 12	
**ACP Participant	2010KC04	8/4/2010	8/4/2010	\$ 0.95	7 X 15	
HER Shelter			8/11/2010	\$ 2.58	10 X 15	new application packages
**ACP Participant	09BM1003	8/13/2010	8/13/2010	\$ 1.90	9 X 12	
**ACP Participant	09BM1000	8/13/2010	8/13/2010	\$ 0.61	7 X 10	
Return Mail		8/13/2010	8/13/2010	\$ 0.44	standard	
**ACP Participant	2010KC02	8/13/2010	8/13/2010	\$ 0.44	6 X 9	
**ACP Participant	09BM1003	8/26/2010	8/26/2010	\$ 1.39	7 X 15	
**ACP Participant	09BM1000	8/26/2010	8/26/2010	\$ 1.56	9 X 12	
**ACP Participant	2010KC02	8/26/2010	8/26/2010	\$ 0.44	7 X 15	
**ACP Participant	2010KC03	8/26/2010	8/26/2010	\$ 0.61	6 X 9	
**ACP Participant	2010KC05	8/31/2010	8/31/2010	\$ 0.78	9 X 12	new applicant package
**ACP Participant	09BM1003	9/10/2010	9/10/2010	\$ 2.41	10 X 15	
**ACP Participant	09BM1000	9/10/2010	9/10/2010	\$ 0.78	9 X 12	
**ACP Participant	09BM1001	9/10/2010	9/10/2010	\$ 0.78	9 X 12	
**ACP Participant		9/10/2010	9/10/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC04	9/10/2010	9/10/2010	\$ 0.78	7 X 10	
**ACP Participant	2010KC02	9/10/2010	9/10/2010	\$ 1.39	10 X 15	
**ACP Participant	2010KC03	9/10/2010	9/10/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1003			\$ 0.78	7 X 10	
Post Office Box Fees				\$ 100.00		12 months
**ACP Participant	09BM1000			\$ 0.61	7 X 10	
**ACP Participant	09BM1001			\$ 0.61	7 X 10	
**ACP Participant	2010KC03			\$ 0.78	7 X 10	
**ACP Participant	09BM1001	9/20/2010	9/20/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC02	9/20/2010	9/20/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC05	9/20/2010	9/20/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1003	9/20/2010	9/20/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC04	9/20/2010	9/20/2010	\$ 0.44	7 X 10	
**ACP Participant	09BM1000	9/20/2010	9/20/2010	\$ 1.56	10 X 13	

**Address Confidentiality Program
Mail and Postage Log
July 1, 2007 - November 22, 2010**

Participant Name/Cost Center	PMB #	Date Mail Received	Date Mail Sent to Participant	Cost	Envelope Size	Notes
**ACP Participant	2010KC06		9/22/2010	\$ 0.78	9 X 12	new application packages
Citizens Against Family Violence				\$ 1.90		new application packages
**ACP Participant	2010KC03	10/22/2010	10/22/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC06	10/22/2010	10/22/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC02	10/22/2010	10/22/2010	\$ 0.44	6 X 9	
**ACP Participant	09BM1003	10/22/2010	10/22/2010	\$ 1.39	7 X 10	
**ACP Participant	2010KC05	10/22/2010	10/22/2010	\$ 1.56	7 X 10	
**ACP Participant	09BM1000	10/22/2010	10/22/2010	\$ 4.90	10 X 15	
**ACP Participant	2010KC03	10/25/2010	10/25/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC06	10/25/2010	10/25/2010	\$ 0.95	7 X 10	
**ACP Participant	09BM1003	10/25/2010	10/25/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC05	10/25/2010	10/25/2010	\$ 0.95	7 X 10	
**ACP Participant	2010KC07	10/25/2010	10/25/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC07	10/26/2010	10/26/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC06	10/26/2010	10/26/2010	\$ 0.95	10 X 13	
**ACP Participant	2010KC07	10/27/2010	10/27/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC02	10/27/2010	10/27/2010	\$ 0.61	6 X 9	
**ACP Participant	2010KC02	11/2/2010	11/2/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC07	11/2/2010	11/2/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC05	11/2/2010	11/2/2010	\$ 1.56	7 X 10	
**ACP Participant	2010KC05	11/2/2010	11/2/2010	\$ 1.56	9 X 12	
**ACP Participant	2010KC02	11/8/2010	11/8/2010	\$ 0.44	6 X 9	
**ACP Participant	2010KC06	11/8/2010	11/8/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC08		11/9/2010	\$ 0.61	9 X 12	
**ACP Participant	09BM1003	11/12/2010	11/12/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC06	11/19/2010	11/19/2010	\$ 2.24	10 X 13	
**ACP Participant	2010KC07	11/19/2010	11/19/2010	\$ 0.61	7 X 10	
**ACP Participant	09BM1001	11/19/2010	11/19/2010	\$ 0.44	7 X 10	
**ACP Participant	2010KC05	11/22/2010	11/22/2010	\$ 0.61	7 X 10	
**ACP Participant	2010KC02	11/22/2010	11/22/2010	\$ 0.61	6 X 9	
**ACP Participant	2010KC06	11/22/2010	11/22/2010	\$ 0.44	7 X 10	
YTD 2010 TOTAL				\$ 371.31		

** ACP participant names have been redacted to protect identity

**Calls from Potential Participants in Address Confidentiality Program,
Current Location and Program Eligibility
September 2008-November 2010**

Date	Name	Current Location	Current Eligibility	Reason	Move to ACP locality?
9/12/2008	Unknown	Chesterfield County	No	Locality	Unable
9/28/2008	Unknown	California	No	Out of State	Too Restrictive
10/2/2008	Unknown	Oklahoma	No	Out of State	Too Restrictive
10/22/2008	Unknown	Fauquier County	No	Locality	Unable
11/3/2008	Unknown	Minnesota	No	Out of State	Too Restrictive
12/8/2008	Unknown	Florida	No	Out of State	Too Restrictive
1/14/2009	Unknown	Montana	No	Out of State	Too Restrictive
2/19/2009	*****	Stafford County	No	Locality	Unable
3/13/2009	Unknown	Maryland	No	Out of State	Too Restrictive
4/9/2009	Unknown	Indiana	No	Out of State	Too Restrictive
6/9/2009	Unknown	North Carolina	No	Out of State	Too Restrictive
6/26/2009	Unknown	Washington	No	Out of State	Too Restrictive
7/9/2009	Unknown	Maryland	No	Out of State	Too Restrictive
7/25/2009	Unknown	Florida	No	Out of State	Too Restrictive
8/8/2009	Unknown	Kansas	No	Out of State	Too Restrictive
8/28/2009	Unknown	Maine	No	Out of State	Too Restrictive
9/26/2009	Unknown	Florida	No	Out of State	Too Restrictive
10/19/2009	Unknown	Vermont	No	Out of State	Too Restrictive
12/5/2009	Unknown	Georgia	No	Out of State	Too Restrictive
1/14/2010	Unknown	New York	No	Out of State	Too Restrictive
2/18/2010	Unknown	Chesterfield County	No	Locality	Too Restrictive
3/16/2010	Unknown	California	No	Out of State	Too Restrictive
4/7/2010	Unknown	Orange County	No	Locality	Too Restrictive
5/25/2010	Unknown	Florida	No	Out of State	Too Restrictive
5/26/2010	Unknown	Norfolk	Yes		Too Restrictive
6/8/2010	*****	Maryland	No	Out of State	Too Restrictive
6/30/2010	Unknown	Nebraska	No	Out of State	Too Restrictive
7/22/2010	Unknown	Staunton	No	Locality	Too Restrictive
7/27/2010	Unknown	Richmond	No	Locality	Too Restrictive
8/11/2010	*****	Fauquier County	No	Locality	Unable
9/20/2010	Unknown	Suffolk	No	Locality	Unable
9/28/2010	Unknown	Fauquier County	No	Locality	Unable
10/7/2010	****	Fauquier County	No	Locality	Unable
10/18/2010	*****	South Boston	No	Locality	Unable
10/20/2010	*****	Henrico	No	Locality	Unable
10/28/2010	Unknown	Pennsylvania	No	Out of State	Too Restrictive
11/2/2010	*****	Petersburg	No	Locality	Unknown
11/22/2010	Unknown	Bedford County	No	Locality	Unable

*** Names have been redacted to protect caller identity

Appendix E – ACP Survey of Local Domestic Violence Programs

+ Create Survey

You have a **BASIC account** | To remove the limits of a BASIC account and get unlimited questions, upgrade now!

Address Confidentiality Program Survey [Edit](#)

Default Report [+ Add Report](#)

Response Summary

Total Started Survey: 4
Total Completed Survey: 4 (100%)

PAGE: DEFAULT SECTION

1. In which locality(ies) does your program provide victim services?

Download

	Response Count
Hide replies	3
1. Arlington County Virginia	Fri, Mar 19, 2010 8:48 AM Find
2. Arlington	Mon, Mar 15, 2010 2:43 PM Find
3. Lexington, Buena Vista, Rockbridge County	Thu, Sep 10, 2009 6:59 AM Find
answered question	3
skipped question	1

2. Please rate your agreement or disagreement with the following statements:

Create Chart

Download

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	N/A	Response Count
Victims of domestic violence can benefit from the ACP.	75.0% (3)	25.0% (1)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	4
Your local program has clients who could benefit from the ACP.	50.0% (2)	50.0% (2)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	4
The ACP eligibility requirements are clear.	0.0% (0)	100.0% (4)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	4
The ACP application materials are clear.	0.0% (0)	100.0% (4)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	4
Your domestic violence advocates include the ACP in safety planning discussions with victims.	25.0% (1)	75.0% (3)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	4
Victims understand the benefits and limitations of the ACP.	0.0% (0)	100.0% (4)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	4
answered question							4
skipped question							0

3. How did you hear about the ACP?

Download

	Response Count
hide replies	4
1. Arlington was one of the original localities to launch the program.	Fri, Mar 19, 2010 8:48 AM Find
2. we participated in the pilot	Mon, Mar 15, 2010 2:43 PM Find
3. Through the Action Alliance	Thu, Sep 10, 2009 6:59 AM Find
4. through AG's office	Tue, Sep 8, 2009 10:41 AM Find
answered question	4
skipped question	0

4. Has your program assisted any victims with the completion of an ACP application?

Create Chart

Download

	Response Percent	Response Count
--	------------------	----------------

Yes	<input type="text"/>	25.0%	1
No	<input type="text"/>	50.0%	2
Unsure	<input type="text"/>	25.0%	1
		answered question	4
		skipped question	0

5. If the answer to Question 4 is "yes": How many victims has your program assisted with applications? What, to your knowledge, was/were the outcome(s) of those application(s)? [Download](#)

Response Count

Hide replies 1

1. we don't track how many get it, but every client in our safehouse and court advocacy programs is offered information about it, we share the info with hotline callers too when relevant Mon, Mar 15, 2010 2:43 PM [Find](#)

6. What issues, if any, have arisen with regard to the ACP program or the application process? [Download](#)

Response Count

Hide replies 3

1. Its not very well known so people who may need it never come in to get it. Fri, Mar 19, 2010 6:48 AM [Find](#)

2. the loophole through court paperwork has been a barrier that keeps clients from applying at all, they feel that if their address can't be fully protected, then they don't want to bother Mon, Mar 15, 2010 2:43 PM [Find](#)

3. We have folks who want to apply upon entering the shelter instead of waiting until they have permanent housing Thu, Sep 10, 2009 6:59 AM [Find](#)

answered question 3

skipped question 1

7. How are you advertising the ACP in your program/in your locality? [Download](#)

Response Count

Hide replies 4

1. In the program its mentioned with safety planning, other than that I dont know that it is advertised at all. Fri, Mar 19, 2010 6:48 AM [Find](#)

2. we use the info that has been sent and staff discuss it with clients Mon, Mar 15, 2010 2:43 PM [Find](#)

3. Word of mouth by our staff and through allied professionals in our coordinated community response team. Thu, Sep 10, 2009 6:59 AM [Find](#)

4. at this time we are discussing the option with our victims Tue, Sep 8, 2009 10:41 AM [Find](#)

answered question 4

skipped question 0

8. What suggestions do you have for improvement of the ACP? [Download](#)

Response Count

Hide replies 3

1. Send materials out to localities to post so that the word gets out. Fri, Mar 19, 2010 6:48 AM [Find](#)

2. change the court paperwork loophole (though this may not be possible) Mon, Mar 15, 2010 2:43 PM [Find](#)

3. Since it can take weeks to find housing, we have folks who want to apply upon entering the shelter instead of waiting until they have permanent housing. They want to make sure their safety/location is not compromised before deciding to permanently locate in our area. If there were an option for earlier application, it would be helpful. Thu, Sep 10, 2009 6:59 AM [Find](#)

answered question 3

skipped question 1

9. Additional comments:

Response Count

0

Appendix F – Estimated Budget for Statewide Expansion

**Address Confidentiality Program
Estimated Budget for Statewide Expansion**

Category	Estimated Cost
Supplies	
2 boxes 5160 Avery Mailing labels	89.12
2 hp laser jet 1300 toner cartridges	230.00
3 reams of plain white paper	165.00
10 boxes of 7 X10 manila envelopes	250.00
3 boxes of 9.5 X 12.5 manila envelopes	87.63
3 boxes of 10 X 13 manila envelopes	88.59
1 box tri cut file folders	26.00
2 boxes letter size hanging file folders	57.38
10 rolls of scotch tape	39.00
2 rolls of packing tape	22.10
1 stapler	34.11
2 boxes of staples	3.95
1 roll of cold lamination refill	123.11
Total	1,215.99
Conference Calls (VITA Costs)	
VITA costs 4.7 cents per minute, per participant	
1 call with 10 participants for one hour is \$28.20 x 10 calls per year	
Average of ten calls per year	282.20
Total	282.20
Brochures revised and printed	
10,000 brochures x \$0.15 each	1,500.00
United States Postal Office	
Post Office Box rental for one year	100.00
Postage for one year	1,000.00
Total	1,100.00
Travel to provide trainings (see attached breakdown)	
Abingdon	433.50
Roanoke	428.99
Stafford/Prince William	341.97
Loudoun	487.48
Standard In State	320.27
Aproximate Total Travel	2,012.21
TOTAL PROGRAM EXPANSION	6,110.40

Address Confidentiality Program
Estimated Travel Costs for Trainings and Technical Assistance for Statewide Expansion

Employees	Nights	Location	Per Diem Total	Allowable Hotel Costs	Miles Roundtrip	Mileage (x \$.246)	Total
1	2	Abingdon	\$117.50	\$164.00	618	\$153.00	\$433.50
1	2	Roanoke	\$130.00	\$206.00	378	\$92.99	\$428.99
1	2	Stafford/Prince William County	\$117.50	\$190.00	132	\$32.47	\$341.97
1	2	Loudoun	\$155.00	\$270.00	254	\$62.48	\$487.48
1	2	Bath County (Standard In State)	\$105.00	\$140.00	306	\$75.27	\$320.27
						TOTAL	\$2,012.21