

# **Address Confidentiality Program Verification of Participation:**

**All official participants in the ACP will  
be issued an Authorization Card by the  
State Attorney General's Office**



**State of North Carolina  
Address Confidentiality Program**

*Signature of participant or parent/guardian.*

Is authorized to use the following substitute address

JANE DOE ACP 1234  
9099 MAIL SERVICE CENTER  
RALEIGH, NC 27699-9099

ACP CODE  
1234

BIRTHDATE  
01/01/2003

EXPIRES  
12/31/2006

**Address Confidentiality Program  
Purpose:**

**To ensure that victims of  
domestic violence, sexual  
offense, and stalking stay  
safe after they have  
relocated to flee an  
abusive situation**

# Address Confidentiality Program Student Records:

## Legal Use of Actual Address

**“Any school administrative unit may use the actual address of a program participant for any purpose related to school admission and assignment as long as the address is kept confidential from the public.”**

## Address Confidentiality Program Student Records:

Address of Record:

“For the purpose of student records, the substitute address should be used. It is important that the student’s record show only the substitute address – never the student’s actual residential address.”

STATE BOARD OF EDUCATION  
DEPARTMENT OF PUBLIC INSTRUCTION

To the query in NCWISE as to release of records -  
Box to release student info should be  no

# **Address Confidentiality Program Components:**

## **A. Substitute Address:**

- ✓ ~~9099~~ Mail Service Center, Raleigh, NC 27699-9099
- ✓ Program participants may use this as their address of record when dealing with state and local government agencies
- ✓ Participants can receive all mail and related services through this address

## **B. Protected Record Service:**

- ✓ Participant issued ACP authorization card
- ✓ Ensures confidentiality on government records (e.g. voter registration card, driver's license, utilities)
- ✓ Must be specifically requested by participant