

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 100.83

REVISED JANUARY 2023

CONFIDENTIAL ADDRESS PROGRAM

1. AUTHORITY.

a. Section 6205 of the Government Code (GC) authorizes the Secretary of State to establish a confidential address program for victims of domestic violence, sexual assault, stalking, human trafficking, and elder and dependent adult abuse. The Safe at Home Program allows victims of domestic violence, sexual assault, stalking, human trafficking, and elder and dependent adult abuse who have permanently relocated or are willing to relocate, to receive address confidentiality.

b. Section 6215 GC allows the Secretary of State to include reproductive health care service providers, employees, volunteers, or patients to participate in the Safe at Home Program.

c. Under the program, individuals must complete an enrollment process at a designated domestic violence or victims' assistance program facility and be certified by the Secretary of State. Once certified, individuals will be issued a Safe at Home Program certificate (Annex A) and a laminated ID card (Annex C) containing the participant's name, Safe at Home address, enrollment expiration date, signature, and program authorization ID number. The ID card will also include the Secretary of State's toll-free number, 1-877-322-5227, to verify a participant's certification or respond to inquiries.

2. POLICY.

a. California Highway Patrol personnel shall accept the Safe at Home substitute address from individuals who present a Safe at Home card in response to a request for their address. The substitute address must be accepted and used on the document/report being completed.

b. The confidential address of a Safe at Home participant may be obtained by submitting a Law Enforcement Exemption Request form (Annex B) to the Secretary of State's office. The form, available on the Secretary of State Web site, www.sos.ca.gov, must state the bona fide administrative or statutory justification for requesting such information. At no time shall this address be released.

3. PROCEDURES.

a. When presented with a Safe at Home ID card, the substitute Post Office (P.O.) Box address shown on the card must be used on all pertinent documents and reports being completed. In addition to the address, the authorization ID number shall be included on the document/report.

b. When it is necessary to send correspondence to a Safe at Home participant (e.g., CHP 180, Vehicle Report; CHP 411, Notice of Correction and Proof of Service), the participant's four-digit authorization ID number must be placed adjacent to the participant's last name. All correspondence must be sent to the P.O. Box address.

c. To obtain the confidential address of a Safe at Home participant, a Law Enforcement Exemption Request form stating the bona fide administrative or statutory justification shall be signed and submitted to the Secretary of State's office. Faxed or e-mailed copies of the exemption request will not be accepted. Requestors must mail the application to the Safe at Home office, P.O. Box 846, Sacramento, CA 95812.

(1) The Law Enforcement Exemption Request form shall be signed by the commander in lieu of the agency director.

(2) The form may only be submitted during business hours, Monday through Friday.

(3) Once received by the Secretary of State's office, the requested information will be returned to the requestor, via telephone, within one hour.

(4) The confidential address of a Safe at Home participant **shall not** be publicly disseminated at any time.

d. Should personnel need to verify the status of a Safe at Home participant, the Safe at Home Program manager can be contacted toll-free at 1-877-322-5227 during business hours.

e. When responding to inquiries from the public regarding Safe at Home, DO NOT give the name of the Safe at Home Program manager or program staff. All inquiries should be referred to the Safe at Home office, P.O. Box 846, Sacramento, CA 95812, 1-877-322-5227, or a local community-based victims' assistance office.

OFFICE OF THE COMMISSIONER

ANNEXES A, B, C

OPI: 061

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ANNEX A

SAMPLE SAFE AT HOME PROGRAM CERTIFICATE

The Safe at Home Program certificate is a 8 ½ x 11-inch document on white paper with blue letterhead and a gold Seal of California in the lower left-hand corner. The document certifies the person named is a participant in the Safe at Home Program and is signed by the Secretary of State of California.



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ANNEX B

LAW ENFORCEMENT EXEMPTION REQUEST

CONFIDENTIAL ADDRESS PROGRAM "SAFE at HOME"

Law Enforcement Exemption Request

Pursuant to Government Code §6207, when creating a public record, state and local agencies shall accept the **Safe at Home** address designated by the Secretary of State as the participant's substitute address. The Secretary of State shall determine if your agency has a bona fide statute or administrative requirement to use a participant's residence address, which is confidential.

If your agency requires the actual confidential address of a participant rather than the **Safe at Home** substitute address, please complete the following:

I acknowledge that _____
(Name of Law Enforcement Agency)

(Name of Requesting Officer/Agent)

has a legal or administrative requirement to use the confidential residence address for:

(Name of "Safe at Home" Participant) (ID Number)

Cite statutory code section and/or administrative purpose:

I further acknowledge that the confidential address of this **Safe at Home** participant will be used solely for the above purpose and WILL NOT be publicly disseminated, printed for public inspection or made available electronically at any time.

(Officer's Badge/ID Number) (Signature of Requesting Officer/Agent)

(Name of Agency Director) (Signature of Agency Director)

(Address) (Telephone)

(City) (Date)

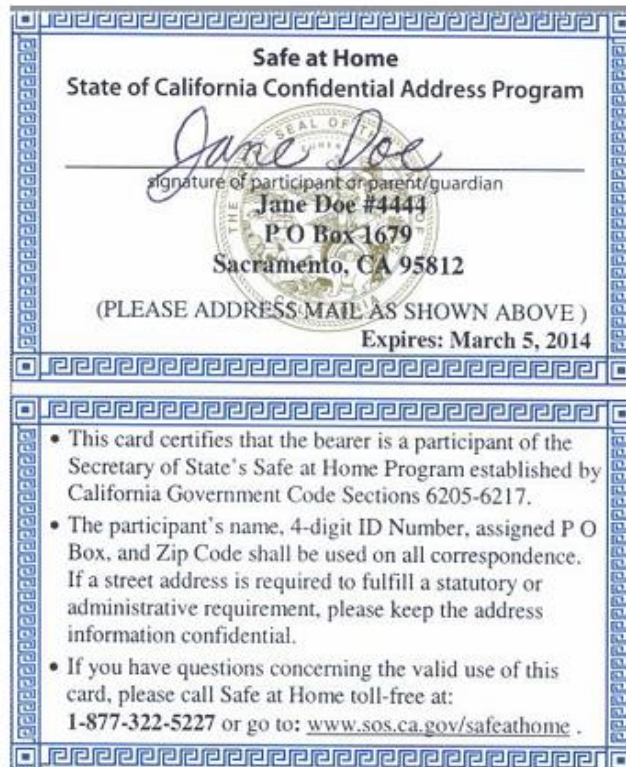
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ANNEX C

SAMPLE SAFE AT HOME PROGRAM IDENTIFICATION CARD

The **Safe at Home Program ID Card** is a 3 ½ X 2-inch white laminated card with a blue border and a watermark of the Seal of California on the front. The text on the front of the card includes the participant's signature line, their legal name in bold, the participant's ID number, and the date their enrollment expires. The text on the back of the card includes information about the Safe at Home Program and contains their contact information.

FRONT OF SAFE AT HOME ID CARD



BACK OF SAFE AT HOME ID CARD

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