

New Mexico *Safe at Home*

*An Address Confidentiality Program Helping
Survivors of Domestic Abuse Live Safe, Fulfilling Lives*



Application Packet



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

New Mexico Secretary of State's
Safe at Home Program
Program Summary

The Safe at Home (SAH) Program in the Secretary of State's Office was formerly known as the Confidential Address Program (CAP). Participants are granted the use of a fictitious mailing address, which is maintained by the Secretary of State's Office. When participants enter into business relationships with state, city, and other agencies, the use of the fictitious address maintains the person's confidentiality. It also relieves those government agencies of the difficult and costly responsibilities of maintaining confidential records. In this way, SAH participants are at a reduced risk from being tracked using public records.

This confidential program is only one step in the survivor's long-term, personal security strategy. Survivors can receive help in developing their personal security strategy and finding resources and ideas at a domestic violence program in their area.

Participants receive first-class, certified, and registered mail forwarding and receipt of service of process through their substitute address. Acceptance of the address enables agencies to respond to requests for public records without disclosing the location of the survivor.

Participants choose when to use the fictitious address, or their actual address with various agencies. We hope that you can use the fictitious address all the time, but this may not always be possible. It's important to know that when a SAH participant chooses to reveal their actual address, that agency is not legally obligated to keep that information confidential.

New Mexico Secretary of State's
Safe at Home Program
Frequently Asked Questions (FAQ)

Do I have to be a New Mexico resident?

Yes, or in the process of moving to New Mexico within 90 days of the date of application.

Who is eligible?

Anyone who is a survivor of domestic violence, sexual assault, attempted sexual assault, stalking or similar concerns.

How does the *Safe at Home* Program work?

SAH participants are granted the use of a fictitious mailing address. When survivors enter into business relationships with state, city, and local government agencies, the use of the fictitious address maintains the survivor's confidentiality. SAH participants benefit by significantly reducing the risk of being physically located through public records.

Is information released over the phone?

Information is never released over the phone or in person. Information will only be released by court order. The SAH Program will, however, confirm participation of a participant in the program verbally after establishing the requesting agencies need to know of said information.

How do I register to vote?

Once you become a Safe at Home participant and receive your signature card, the Secretary of State's Office serves as your county clerk for all voter registration purposes. If you were already registered to vote before enrolling then your existing voter registration will be converted to a secure, confidential status and removed from public voter rolls. Participants are strongly encouraged to register **only** through the Safe at Home Program. However, if you register to vote outside of the program after applying, you must notify the Safe at Home Program *immediately* so your voter record can be secured. To avoid any lapse in confidentiality, you may register to vote directly through the Safe at Home Program at the Secretary of State's Office, or you may mail your completed voter registration form to the program for processing.

What does voting look like?

All voter registrations submitted through the Safe at Home Program are treated as permanent absentee ballot requests, meaning participants will vote exclusively by mail. This process is designed to protect participants' safety by preventing their physical presence at a polling location from being publicly recorded or observed. Before each election, participants will receive their ballot by mail along with detailed instructions, a randomly assigned identifier, and a verification code. The identifier takes the place of the standard voter identification requirement, and the

PARTICIPANT – RETAIN THIS PAGE FOR YOUR RECORDS

verification code is used instead of the voter's signature to securely validate the ballot. This information is mailed in separate envelopes so that, if either mailing is received by someone other than the participant, they will not have all the materials needed to misuse the ballot.

How long can I be in the program?

The program is valid for three (3) years. When that period ends, the SAH Program will mail a renewal form to the participant, which they can complete and return if they wish to continue receiving program services. There is no limit to the number of times a participant can renew.

What if there is a child custody issue?

That will need to be addressed at the judicial level; however, participants should make arrangements to meet at a secure, neutral pick up and drop off point (police department for example).

How do I apply?

Survivors who wish to enroll in SAH must apply to the program by filling out the forms included in the SAH Application Packet while in the presence of an application assistant. An application assistant is a person who works or volunteers for a domestic violence or sexual assault program or government agency in New Mexico, including the SAH coordinator at the Secretary of State's Office. If an individual applying is relocating to the state of New Mexico and is currently enrolled in an out-of-state address confidentially program, then a member of that program can act as an applicant assistant so long as proof of participation is also provided. The forms must then be notarized by a Notary Public in the presence of the applicant and application assistant. The forms must then be submitted to the Secretary of State's Office. Before applying, we encourage interested applicants to either call the SAH Program at the Secretary of State's Office at 1-800-477-3632 or 505-827-4677 or email Safe.SoS@SOS.NM.GOV for more information.

How can my government agency or advocacy organization become involved?

Upon request, the SAH Program at the Secretary of State's Office will offer application packets to individual agencies or organizations.

**Safe at Home Program
P.O. Box 1888
Santa Fe, New Mexico 87504**

**Toll Free
1.800.477.3632
or
505-827-4677
or
Safe.SoS@SOS.NM.Gov**

New Mexico Secretary of State's
Safe at Home Program
Application Packet Instructions

Attached are the forms for participating in the Safe at Home Program (SAH). The information provided on the application is for the use of the SAH and may only be disclosed pursuant to a court order, and to verify that the individual is in the program.

Primary Applicant Name: Print or type the full name and DOB of the individual applying for participation in the SAH Program.

Co-Applicant Name(s): Print or type the full name and DOB of children or other individuals under the guardianship of the primary applicant to which the applicant wishes to enroll in the SAH. If there are more than three individuals which the applicant wishes to list as co-applicants, please indicate the number of additional names in the space provided, then list their full name(s), date(s) of birth, and relationship(s) to the applicant on the back of the page.

Mailing Address: Print or type the address the applicant wishes the SAH to forward mail. If first line is a P.O. Box, include physical address on the second line.

Phone Number: Print or type a telephone number(s) where the SAH may reach the applicant. If the applicant does not have a telephone number, use a work number, friend or relative's number where the applicant may be contacted.

E-Mail Address: Print or type an e-mail address where the SAH may reach the applicant. This may be left blank if the applicant does not have an e-mail address.

Sign and date the form: The Secretary of State's SAH Program will not process an application form that has not been signed and dated by the applicant.

Applicant Assistant: The assistant must sign and date the application form.

Also attached is the Safe at Home Program Application Affirmation Form. **In the presence of a Notary Public, this form must be completed, signed by the applicant, and then notarized.**

Participant and Assistant must sign checklist for the SAH Application.

Please return the forms so that we may process your application.

Safe at Home Program
P.O. Box 1888, Santa Fe, New Mexico 87504

New Mexico Secretary of State's *Safe at Home Program*

Application Assistant Checklist

- ☐ Applicant must be a survivor of domestic violence, sexual assault, attempted sexual assault, stalking and/or who fears for their safety, or safety of a family member.
- ☐ Applicant should have a positive photo I.D.
- ☐ Must be a legal resident of New Mexico, or in the process of moving to New Mexico within ninety (90) days.
- ☐ Applicant must have relocated within the past ninety (90) days or be in the process of relocating within the next ninety (90) days to an address *unknown* to their abuser.
- ☐ New Address. **No duplicates of any Safe at Home Program application paperwork are authorized for the protection of the participant.**
- ☐ Contact numbers are mandatory.
- ☐ Applicant must bring police reports, court orders, restraining orders, or any other information to aid in the process.
- ☐ The application is filled out in the presence of the Application Assistant.
- ☐ Application Assistants or Applicant will mail the complete application and copy of ID to the Safe at Home Program.

Information for Assistant and Participant

- ☐ The identification card is valid for three (3) years, and the participant may renew if needed. Renewal after (3) years is required to maintain participation.
- ☐ Certain companies and agencies may not want to accept the SAH Substitute Address. In those cases, it will be the participant's responsibility to explore other options.
- ☐ When requesting telephone service, be certain to ask for an unlisted, unpublished number and obtain a password for account information.
- ☐ Be cautious when applying for credit, this may be public record.
- ☐ After you are a participant and have received your identification card(s), you can complete your voter registration in person at the Secretary of State's Office or by mailing a voter registration card.
- ☐ The Safe at Home Program is only one step in the victim's long-term personal security strategy. Please be forever vigilant, and let's make New Mexico a better and safer place to live for all.
- ☐ To receive a drivers license and vehicle registration with a secure address please contact the SAH office and you will be put in touch with our MVD representative to begin the process.
- ☐ Please call **1-800-477-3632** or **505-827-4677** with any questions.

New Mexico Secretary of State's Safe at Home Program Application Form

Please print legibly in black ink

Primary Applicant: _____

<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>	<i>Date of Birth</i>
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Co-Applicant(s): _____

<i>Last Name, First Name, Middle</i>	<i>Date of Birth</i>	<i>Relationship</i>
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[illegible]

☐ *There are ____ additional names on back of page.*

Mailing address where SAH will send the applicant's mail, if address is a P.O. Box, indicate physical address on second line:

Street	Apt. #	City	State	Zip
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Street	Apt. #	City	State	Zip
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Current Phone Number where applicant can be reached by SAH: _____

Cell/Mobile Number: _____ E-Mail Address _____

Emergency Contact Name and Number: _____

Signature of Applicant or Parent/Guardian

Date

Signature of Application Assistant/Witness

Date

<u>Print Name of Assistant/Witness</u>	<u>Agency Name</u>	<u>Telephone</u>
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THIS FORM NOT TO BE DUPLICATED

New Mexico Secretary of State's
Safe at Home Program
Applicant and Assistant Affirmation

Affirmation of Applicant:

I swear that I am (or the applicant for whom I am the parent/guardian is) a survivor of abuse, sexual assault, or stalking and/or fear for (my/our) safety. Disclosure of (my/our) residential or delivery address would endanger (me/us). I am a resident of the State of New Mexico and have relocated within the last ninety (90) days or am in the process of relocating within the next ninety (90) days to a place unknown to my abuser. I understand that knowingly providing false and incorrect information to SAH may be punishable by law; in addition, the Secretary of State will cancel my certification in the SAH Program. To my knowledge, the information on this application is true and accurate.

I hereby designate the Secretary of State as my agent for service of process and receipt of mail. I understand that moving from a confidential address or changing my mailing address without notifying the Safe at Home Program within ten (10) days may result in the cancellation of my participation in this program.

Signature of Applicant

Date
Affirmation of Application Assistant:

I attest that the applicant complies with the SAH application requirements. The applicant (and/or) the co-applicant for whom they are the guardian (is/are) a victim of abuse, sexual assault, or stalking, and/or fear for their safety. Disclosure of their residential address would endanger them.

Signature of Application Assistant

Date
NOTARY INFORMATION

State of: _____ County: _____

Signed and attested before me on _____ by _____
Date *Name*

Signature of notarial officer

(SEAL)

My commission expires: _____

THIS FORM NOT TO BE DUPLICATED

New Mexico Secretary of State
Safe at Home Program
Checklist for SAH Application

I understand that:

- ☐ my mail will go first to the SAH program, then be forwarded to me. This means it will take longer to receive my mail.
- ☐ the SAH Program forwards **only 1st class mail**.
- ☐ I will receive a SAH authorization number upon certification with the program. I further understand that the SAH authorization number is an important part of my address, and absence of this number will delay the program's ability to forward my mail.
- ☐ the New Mexico Secretary of State is my designated agent for service of process and receipt of mail. I understand that the SAH's receipt of documents on my behalf constitutes my receipt of the documents and that I am legally responsible for all obligations contained in them. Further, I agree to accept all mail sent to me by SAH.
- ☐ it is my responsibility to notify state and local government agencies that I am a SAH participant and present them with my signature card to receive address confidentiality.
- ☐ private companies do not have to accept my SAH substitute address. In those cases, it will be my responsibility to explore other options.
- ☐ I may use the SAH substitute address as my residence, work, or school address.
- ☐ SAH is prohibited by law from releasing my address to a third party unless directed by a court order. My participation in the program is not confidential and if asked, SAH will verify my participation and that the SAH address is my legal mailing address.
- ☐ I agree to notify the SAH Program if my name, address, or telephone number changes and provide a certified copy of documentation of a legal name change.
- ☐ I agree to notify the SAH in writing if I no longer wish to participate in the program.
- ☐ I may be cancelled from the program for any of the following reasons:
 - Providing incorrect or false information on the SAH application.
 - Mail forwarded by SAH to my mailing address is undeliverable or returned
 - Failure to notify SAH of a name or telephone number change within ten (10) days.
 - Failure to notify SAH within ten (10) days of moving.
- ☐ SAH serves residents of the State of New Mexico and my participation in the program will be cancelled if I am no longer a legal resident of the State of New Mexico.

I acknowledge that all items on this checklist were discussed and/or explained to me by the Application Assistant.

Signature of Applicant

Date

Signature of Application Assistant

Date

Print Name of Assistant/Witness

Agency Name

Telephone