

Address Confidentiality Program

A Guide to Including ACP in your Agency's Policy

001.



Legislation

START WITH THE STATUTE

Always include language from N.J.S.A. 47:4-1 et seq. to describe the program, who is eligible, which agency operates the program, and how addresses are protected.

Procedures

HOW TO SAFEGUARD VICTIMS LOCATIONS

Each ACP participant is given a laminated ACP card to signify the use of a substitute address. All state agencies are required to honor this substitute address and use it for all public records.

ACP participants should be specially coded in both your paper and electronic files. This will alert practitioners of individuals participation in the program and ensure the use of the legally designated substitute address.

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Special Circumstances

WHEN TO SEEK CLARIFICATION

There may be special circumstances where a public agency is court-mandated or otherwise legally required to disclose an ACP participant's physical address. In these instances, please call the ACP hotline for guidance at the number below.

For any questions call:

1-877-218-9133