

Safe at Home

Minnesota's Address Confidentiality Program

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Safe at Home

Minnesota's Address Confidentiality Program

Initial legislation passed in 2006.

The program began enrolling people in 2007.



Address Confidentiality
Programs in the US

Nearly 40 States have programs
similar to Safe at Home



Safe at Home is mainly governed by:

Minnesota Statutes, Chapter 5B and Section 13.045

and

Minnesota Administrative Rules, Chapter 8290

Safe at Home....

Sometimes, the purpose of Safe at Home is unclear.

Is Not:

A Witness Protection Program

A resource to find housing

A program that gives out “fake” addresses

Is:

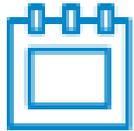
An Address Confidentiality Program

A tool for someone with extreme safety needs

A service that assigns a special address that others are required to accept

Safe at Home Program Statistics

Safe at Home Program Began: September 1, 2007



Current Participants

3,500+



Current Households

approx. 1,600



Total Served to Date

12,000+



Application Assistants

300+



Who does Safe at Home help?

It's a tool for people to help themselves.



survivors of
domestic
violence

survivors of
sexual assault

those with
professional
safety concerns

How does the program work?

A participant is issued an alternate address that all private and public entities must accept as their true address. This allows them to keep their real address unknown and inaccessible to the person they fear.



Keep in mind...

TO BE **ELIGIBLE**, AN APPLICANT MUST:



Reside in Minnesota



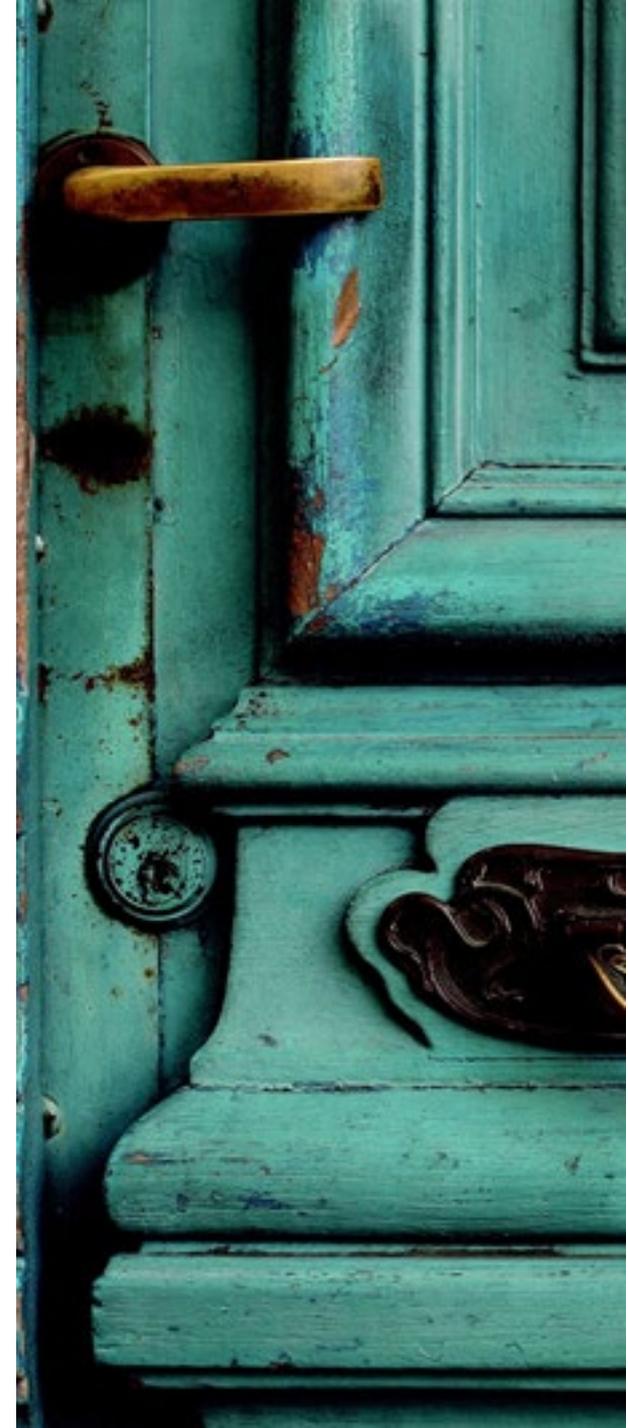
Be afraid for their personal safety

Or afraid for the safety of someone
with whom they reside.



Not be a registered predatory offender or
a predatory offender required to register
in any jurisdiction

Parents or legal guardians may apply on behalf of qualified minors or incapacitated persons, with proper documentation.



Participant Address

All participants share the PO Box; however, each household is assigned a unique Lot Number that distinguishes their mail from another household's mail. The Lot Number is different for each household and/or adult.

Here's an example of what a Safe at Home address looks like.

LOT #####
PO BOX 17370
SAINT PAUL MN 55117-0370



SAFE AT HOME
ASSIGNS AN
ALTERNATE ADDRESS
THAT MUST BE
ACCEPTED AS A
PARTICIPANT'S HOME,
WORK, OR SCHOOL
ADDRESS.



Address Disclosure

By law, a
participant
**CANNOT BE
REQUIRED** to
disclose his/her
real address.

Including, but not
limited to:

Automobile
or Renter's
Insurance

Drivers
License

Employer

Law
Enforcement

Address Disclosure

By law, a
participant
**CANNOT BE
REQUIRED** to
disclose his/her
real address.

Including, but not
limited to:

Schools

Only the disclosure of the *school district* in which a participant resides is required.

Social Services/County-based Services

Only the disclosure of the *county* in which a participant resides is necessary.

Service of Process & Court

Court Documents will be received by Safe at Home

Service of Process

The Office of the Minnesota Secretary of State is a participant's agent for service of process.

We accept service by mail or personal service.



Court

Courts must accept a participant's Safe at Home address.

Proprietary Statement

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Office of the Minnesota Secretary of State

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Legal Proceedings

Minn. Stat. Sec. 5B.11

Outlines criteria a judge must consider when ordering anyone to disclose a Safe at Home Address in any stage of legal proceeding

5B.11 LEGAL PROCEEDINGS; PROTECTIVE ORDER.

If a program participant's address is protected under section [5B.05](#), no person or entity shall be compelled to disclose the participant's actual address during the discovery phase of or during a proceeding before a court or other tribunal unless the court or tribunal finds that:

- (1) there is a reasonable belief that the address is needed to obtain information or evidence without which the investigation, prosecution, or litigation cannot proceed; and
- (2) there is no other practicable way of obtaining the information or evidence.

The court must provide the program participant with notice that address disclosure is sought and an opportunity to present evidence regarding the potential harm to the safety of the program participant if the address is disclosed. In determining whether to compel disclosure, the court must consider whether the potential harm to the safety of the participant is outweighed by the interest in disclosure. In a criminal proceeding, the court must order disclosure of a program participant's address if protecting the address would violate a defendant's constitutional right to confront a witness.

Disclosure of a participant's actual address under this section shall be limited under the terms of the order to ensure that the disclosure and dissemination of the actual address will be no wider than necessary for the purposes of the investigation, prosecution, or litigation.

Nothing in this section prevents the court or other tribunal from issuing a protective order to prevent disclosure of information other than the participant's actual address that could reasonably lead to the discovery of the program participant's location.

When must a participant disclose?



Court-ordered to disclose



If it's a requirement of probation



When there is a federal requirement
(there are many exceptions to federal requirements)

Safe at Home must always know the participant's real address.



When may Safe at Home disclose?



Court order



If there is a law enforcement emergency, a request can be made to the BCA who will then contact our office. Safe at Home has the discretion to say “no.”



Privacy & Security

Private Data

Aside from a participant's name and assigned Safe at Home address, all Safe at Home data is classified as private data under Minnesota law.

All private data is kept on a secure network that outside parties cannot access.

Proprietary Statement
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Participant's Public Address

The Safe at Home address becomes the participant's public address.

Physical Address

Our office must always know a participant's physical address, even if they are temporarily residing in a shelter.

Participation Confirmation

Safe at Home can confirm participation if you call our office and provide a potential participant's name and lot number or name and date of birth.



PO Box Address

By law, senders are required to send a participant's mail to them using the assigned Safe at Home post office box address, even if the real address is known.

→ Mail Process

Safe at Home is required to forward a participant's First Class Mail, which comes through our office and back out again through the USPS mail stream. Our office processes over a half-million pieces of mail annually.



Sender

The sender will mail their correspondence to the Safe at Home PO Box. Every piece of mail **MUST** have the lot number clearly displayed.



Safe at Home

Safe at Home filters through the mail, sorts it, and processes it in our Safe at Home office.



Participant

Participant mail is received in a sealed envelope. Note: Safe at Home does not forward periodicals or standard mail (junk mail, newspapers, or magazines).



Application Assistants

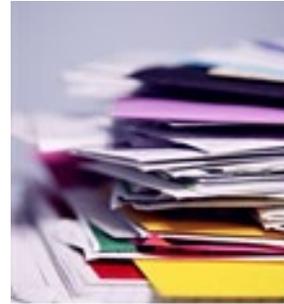
Eligible people apply to Safe at Home with the help of application assistants.

Application Assistant Meetings

meeting with a victim advocate to apply

Application Assistants meet with applicants to determine whether they are eligible and if they would be a good fit for Safe at Home.

Aside from program eligibility, some of the other topics they cover are:



Resources

What other resources should the applicant(s) be accessing?



Services

What other services can my organization offer this person?



Safety Planning

How to safely plan an exit as well as post-exit safety.

When Safe at Home receives a completed application we are required to certify.



01

Reach out

We call the applicant and have a lengthy intake call.

03

Mail

We send each household an information packet.

02

Certify

We enroll the person. this is also referred to as "certify". This is typically done within three business days.

04

Participation Card

Every participant is given a Safe at Home participation card after certification.



OFFICE OF THE MINNESOTA
SECRETARY OF STATE

By law all public and private entities must use this address
for all records related to the program participant named below.

LOT #

PO BOX 17370

SAINT PAUL MN 55117-0370

DOB:

PROGRAM EXPIRATION:

Safe at Home

Minnesota's Address Confidentiality Program

651-201-1399

SAFE AT HOME
ASSIGNS AN
ALTERNATE ADDRESS
THAT MUST BE
ACCEPTED AS A
PARTICIPANT'S HOME,
WORK, OR SCHOOL
ADDRESS.





Office of the Minnesota
Secretary of State



Safe at Home

Minnesota's Address Confidentiality Program

Notice to Private Entity

All private entities (non-government entities and/or entities not subject to the Minnesota Government Data Practices Act) are subject to the requirements listed on the reverse of this notice. Minn. Statute § 5B.05(d) (2014).

I, _____ (and the members of my household named below) participate
Print name

in Minnesota's address confidentiality program called Safe at Home (Minnesota Statutes, Chapter 5B). You, or your organization, are one of the few entities that know my actual address. Because I am giving you this written notice of my/our program participation, there are some laws you must follow. See instructions on reverse.

**Names of Other Safe at Home Participants in the Household
(as they may appear in your records):**

By Law, You Must Send All Mailed Correspondence to the Participant at this Address:

Lot # _____
PO Box 17370
Saint Paul MN 55117-0370

Account Number with Your Company (if applicable): _____

Program Participant's Phone Number: _____

Signature:

Signature

Date

Minn. Stat. § 5B.05(d)

**Notice to
Private Entity**

Office of the Minnesota Secretary of State | Safe at Home
PO Box 17370 • Saint Paul MN 55117-0370 • (651) 201-1399 or 1(866)-723-3035

5B.05 USE OF DESIGNATED ADDRESS.

(d) If a program participant has notified a person in writing, on a form prescribed by the program, that the individual is a program participant and of the requirements of this section, the person must not knowingly disclose the program participant's name, home address, work address, or school address, unless the person to whom the address is disclosed also lives, works, or goes to school at the address disclosed, or the participant has provided written consent to disclosure of the participant's name, home address, work address, or school address for the purpose for which the disclosure will be made. This paragraph applies to the actions and reports of guardians ad litem, except that guardians ad litem may disclose the program participant's name. This paragraph does not apply to records of the judicial branch governed by rules adopted by the supreme court or government entities governed by section 13.045.

Notice to Private Entity



Minn. Stat., sec. 5B.13 CRIMINAL PENALTY.

When the performance of any act is prohibited under this chapter as of February 1, 2015, but no criminal or civil penalty is provided, the commission of the act is a misdemeanor.

Sub. 1. **Display by landlord**

If a program participant has notified the program participant's landlord in writing that the individual is a program participant and of the requirements of this section, a local ordinance or the landlord must not require the display of the program participant's name at an address otherwise protected under this chapter.

Sub. 2. **Release to local government entity**

A landlord may provide a program participant's name to a local government entity only in response to a specific request made in connection with an active investigation or inspection of an alleged health, building, or fire code violation, or a violation of a city ordinance allegedly committed by the program participant.



Minn. Stat. sec. 5B.10
DISPLAY AND RELEASE OF NAME
PROHIBITED



Office of the Minnesota Secretary of State



Safe at Home

Minnesota's Address Confidentiality Program

Notice to Government Entity

Minnesota Statutes, section 13.045, subdivision 2. For instructions for Government Entities, see reverse.

Minn. Stat. § 13.045

Notice to Government Entity

Privacy Notice for Program Participant:

The information you provide on this form will be classified and maintained as private data. You are being asked to provide certain information on this form for the purposes of ensuring that any information in the recipient government entity's public files that could identify you (your identity data) and any information that could reveal where you live, work, or go to school (your location data) are not shared publicly without your signed consent. Filing this form is strictly voluntary. This form is not effective for real property (homeownership/property records). To make real property records confidential, you must use the Real Property Notice obtained through the Safe at Home office.

Upon receipt of this Notice, a government entity must classify any identity or location data that they have in their possession as private data. A government entity may contact you for assistance in locating any records that they already have on file that may contain your identity or location data. The government will be required to continue to classify as private data any additional identity or location data about you that they collect between receipt of the Notice and the date your Safe at Home program participation expires. If you renew your participation in Safe at Home, you must resubmit a new form to this government entity.

Participant Name as it Appears (or May Appear) in the Government Entity's Records: _____

Program Participant's Date of Birth: _____

Program Participant's Phone Number: _____

Participant's Real Address: **NOTE – Only provide if government entity already has on file**

Street _____

City _____

State _____

ZIP _____

Expiration Date of Safe at Home Program Certification: _____ / _____ / _____

By Law, You Must Send All Mailed Correspondence to the Participant at Their Assigned Safe at Home Address:

Lot # _____
PO Box 17370
Saint Paul MN 55117-0370

Signature: _____

Signature of Adult Participant, or Parent or Guardian

Date

Office of the Minnesota Secretary of State | Safe at Home
PO Box 17370 • Saint Paul MN 55117-0370 • (651) 201-1399 or 1(866)-723-3035

13.045 SAFE AT HOME PROGRAM PARTICIPANT DATA.

§ Subdivision 1. Definitions. As used in this section:

- (1) "program participant" has the meaning given in section 5B.02, paragraph (g);
- (2) "location data" means any data that may be used to physically locate a program participant, including but not limited to the program participant's residential address, work address, and school address, and that is collected, received, or maintained by a government entity prior to the date a program participant's certification expires, or the date the entity receives notice that the program participant has withdrawn from the program, whichever is earlier;
- (3) "identity data" means data that may be used to identify a program participant, including the program participant's name, phone number, e-mail address, address designated under chapter 5B, Social Security number, or driver's license number, and that is collected, received, or maintained by a government entity before the date a program participant's certification expires, or the date the entity receives notice that the program participant has withdrawn from the program, whichever is earlier;

Subd. 3. Classification of identity and location data; sharing and dissemination. (a) Identity and location data on a program participant who submits a notice under subdivision 2, paragraph (a), that are not otherwise classified by law are private data on individuals. Notwithstanding any provision of law to the contrary, private or confidential location data on a program participant who submits a notice under subdivision 2, paragraph (a), may not be shared with any other government entity or nongovernmental entity except as provided in paragraph (b).

(b) Private or confidential location data on a program participant must not be shared or disclosed by a government entity unless:

(1) the program participant has expressly consented in writing to sharing or dissemination of the data for the purpose for which the sharing or dissemination will occur;

(2) the data are subject to sharing or dissemination pursuant to court order under section 13.03, subdivision 6;

(3) the data are subject to sharing pursuant to section 5B.07, subdivision 2;

(4) the location data related to county of residence are needed to provide public assistance or other government services, or to allocate financial responsibility for the assistance or services;

(5) the data are necessary to perform a government entity's health, safety, or welfare functions, including the provision of emergency 911 services, the assessment and investigation of child or vulnerable adult abuse or neglect, or the assessment or inspection of services or locations for compliance with health, safety, or professional standards; or

(6) the data are necessary to aid an active law enforcement investigation of the program participant.

Real Property



Minnesota Statutes, section 13.045, subds. 2(b) & 4a



OFFICE OF THE MINNESOTA SECRETARY OF STATE

Real Property Notice

County: You must send a copy of this notice to the Safe at Home office.
For assistance in complying with Minnesota Statute 13.045, contact your county attorney.
Participant: For privacy notice, see reverse side of this document.
Form RPN-333

All real property records related to property and the individual in this notice are subject to the requirements of Minnesota Statutes, section 13.045.

I, _____
Full Legal Name: First, Middle, Last
participate in Minnesota's address confidentiality program called Safe at Home (Minnesota Statutes, Chapter 5B). Because I am giving you this written notice of my program participation, you must follow the requirements in Minnesota Statutes, section 13.045.

Safe at Home Participant Information

First Name _____ Middle Name _____ Last Name _____
Phone Number _____ Last 4 Digits of Social Security Number _____ Date of Expiration from Safe at Home Program _____

Participant's Designated Address

Send all mailed correspondence to the participant at their assigned Safe at Home address:

Lot # _____
PO Box 17370
Saint Paul MN 55117-0370

Legal Description of the Real Property Affected by this Notice

Property Identification Number (PIN or PID) _____

Street Address of the Real Property Affected by this Notice

Street _____ Apt./Unit _____ City _____ State _____ ZIP _____

Signature of Participant

Signature _____ Date _____

Counties Must Forward a Copy of Notice to the Office of the Minnesota Secretary of State

Office of the Minnesota Secretary of State | Safe at Home
PO Box 17370 • Saint Paul MN 55117-0370 • (651) 201-1399 or 1(866)-723-3035
Form RPN-333 Revised 5/2020

Status Changes

Withdrawal

Participants can withdraw at any time. This is done through the Safe at Home office.

Cancellation

There are a few reasons a participant can be canceled from Safe at Home.

The most common reason is:
they moved and did not update our office.



Any
Questions



Dianna Umidon, Director for Safe at Home

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Direct: 651-201-1382

Main: 651-201-1399