



SAFE AT HOME
 WISCONSIN ADDRESS CONFIDENTIALITY PROGRAM



Notice to State and Local Government Entity of Participation in Safe at Home

This notice is to inform your agency or unit of government that _____ is a participant in Safe at Home, Wisconsin’s address confidentiality program.

- Pursuant to §165.68(5)(a), Wis. Stats., a Safe at Home participant may use their Department of Justice assigned address for all purposes. Please update your records to reflect the following assigned address:

Assigned Address

- No person who has received a notification form from a program participant may refuse to use the assigned address for the program participant, may require the program participant to disclose his or her actual address, or may intentionally disclose to another person the actual address of a program participant. [See Wis. Stat. §165.68(5)(c)]
- No state or local agency or unit of government may refuse to use a program participant’s assigned address for any official business, unless a specific statutory duty requires the agency or unit of government to use the participant’s actual address. A state or local agency or unit of government may confirm with the department a person’s status as a program participant. [See Wis. Stat. §165.68(5)(b)] To do so, **contact Safe at Home directly at (608) 266-6613 or safeathome@doj.state.wi.us.**
- If a Safe at Home participant submits a written request to a local clerk that he or she keep the participant’s actual address private, the local clerk may not disclose any record in his or her possession which would reveal the Safe at Home participant’s actual address, except pursuant to a court order. [See Wis. Stat. § 66.0504(2)]
- The right to inspect or copy information in a public record does not apply to the actual address of a Safe at Home participant. [See Wis. Stat. § 19.35(1)(am)(2m)]
- The right to inspect or copy information in a record does not apply to personally identifiable information if disclosure of that information would endanger an individual's life or safety. [See Wis. Stat. § 19.35(1)(am) 2.a.]
- The Department of Justice is the designated agent for service of process on behalf of this participant. [See Wis. Stat. § 165.68(3)(g)] Legal paperwork that does not require personal service may be sent via U.S. Postal Service mail to the participant’s assigned address with the outside of the envelope clearly marked as “Service of Process.” Legal paperwork that requires personal service should not be served to this participant at their assigned address or the participant’s actual home, work, or school address. Personal service may be accepted by the Department of Justice at the Office of the Attorney General in the Wisconsin State Capitol Building located at 114 East, State Capitol, Madison, WI, during business hours.