

Step Five:

Mailing the Enrollment Forms

Mail the original application and evidence to:

Colorado ACP
1001 East 62nd Avenue
Denver, Colorado 80216



For the applicant's safety, please do not keep copies of the completed forms.

The applicant should receive a welcome packet within 5 to 10 days.

Questions?

If you have any questions about program eligibility, the application process or your role as an Application Assistant, please contact the program.

Role of the Application Assistant:

1. To apply for the ACP, survivors must meet with an Application Assistant.
2. Application Assistants are the only people who can enroll survivors into the program.
3. Application Assistants are designated by the ACP after completing a training and registration process.
4. Application Assistants provide the following important services:
 - Identify potential participants and determine program eligibility.
 - Provide applicants with program information.
 - Explain the rights and responsibilities of program participants.
 - Assess whether the program will enhance an individual's existing plan.
 - Help the applicant complete the enrollment forms.
 - Mail the completed forms to the program.

If you are interested in becoming an *Application Assistant* please contact the program.

Colorado ACP
1001 East 62nd Avenue
Denver, Colorado 80216

Phone: 303-866-2208 | 1-888-341-0002

TTY: 1-800-659-2656

E-mail: acp@state.co.us

colorado.gov/acp



ACP

Address Confidentiality Program

Department of Personnel & Administration | Division of Central Services
1001 East 62nd Avenue | Denver, Colorado 80216

DCS/BN-12/14



ACP

Address Confidentiality Program

*Application Assistant
Quick
Reference
Guide*

START... Step One:

Determine Eligibility

- Is the applicant a survivor of domestic violence, a sexual offense or stalking?
- Does the applicant live in Colorado?
- Does the applicant fear for his or her safety?
- Has the applicant moved to a location unknown to their abuser within the past 90 days or are they planning to relocate in the near future?

The answer to each of these questions should be "yes."



Step Two:

Provide Program Education

Have you explained...

- How to use the ACP authorization card?
- What to do if a government agency refuses to accept the ACP card?
- How participants commonly lose their confidentiality?
- That first class mail may be delayed by 1 to 3 days?
- That the ACP can not accept packages?
- That the ACP could release information to courts or law enforcement if the participant is the subject of a criminal investigation?

Step Three:

Explain the Legal Responsibilities

I informed the applicant that the ACP will be their legal agent for receipt of mail and service of process.

- I explained the concept of legal agent: The applicant and adult co-applicants are aware that the ACP can accept mail and legal documents on their behalf.
- If the ACP accepts a subpoena for a participant, it is the same as a participant accepting the subpoena.
- Participants must inform the ACP of any changes in address or telephone number within seven days of the change.
- I explained the importance of providing the ACP with only true and correct information.



Final Assessment

Before you reach for the paperwork, make one final assessment.

- Is the applicant eligible to enroll?
- Will the ACP help minimize a specific danger or risk?
- Will the ACP be an addition to an existing safety plan and not used alone?
- Does the applicant seem capable of navigating this program?
- Does the applicant understand the concept of legal agent?
- Does the applicant want to enroll?

If the answer to each of these questions is "yes," then continue to Step Four.



Step Four:

Assist with Enrollment Forms

Each household will require:

- One application.
 1. Have the applicant and co-applicants complete the forms, but remain available to answer any questions.
 2. Discuss each item on the checklist with the applicant and adult co-applicants.
 3. Have the applicant and any co-applicants age 18 and over sign the application.



Before the applicant leaves, make sure:

- The application is signed by every person aged 18 and over.
- The applicant has the yellow copies of the application.
- You have a copy of the survivor's evidence.

