

NOTICE OF GUIDANCE DOCUMENT

Pursuant to Wis. Stat. § 227.112, the Wisconsin Department of Justice is hereby seeking comment on the following proposed guidance documents:

Safe at Home Brochure

Safe at Home Pamphlets

Safe at Home webpage

Safe at Home Guide for Schools

Wisconsin Safe at Home Program Court Records and Service of Process

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

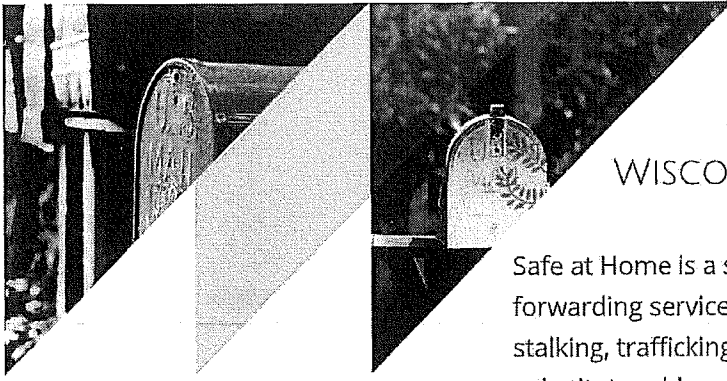
Safe at Home Real Property Notice

PUBLIC COMMENT AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Justice until February 24, 2020, by emailing the agency contact person listed below.

AGENCY CONTACT PERSON

Steven C. Kilpatrick
Assistant Attorney General
kilpatricksc@doj.state.wi.us



SAFE AT HOME

WISCONSIN ADDRESS CONFIDENTIALITY PROGRAM

Safe at Home is a statewide address confidentiality program and free mail-forwarding service that provides victims of actual or threatened abuse, stalking, trafficking, and/or those who fear for their physical safety with a legal substitute address to be used for both public and private purposes. The intent of Safe at Home is for those who fear for their safety to be able to maintain a private, confidential home, work, or school address and prevent future harm.

Participants must reside at a location in Wisconsin that is unknown to their abuser and may not disclose their actual address to the abuser. Participants must also create a safety plan with a Safe at Home designated Application Assistant.

ELIGIBILITY

Individuals may enroll in Safe at Home if they are any of the following:

- A victim of an act or threat of domestic abuse, child abuse, sexual abuse, stalking or trafficking.
- A parent or guardian of a person who is a victim of an act or threat of abuse.
- A resident of a household in which a victim of an act or threat of abuse also resides.
- A person who fears for their physical safety or for the physical safety of their child or ward.

SAFETY PLANNING

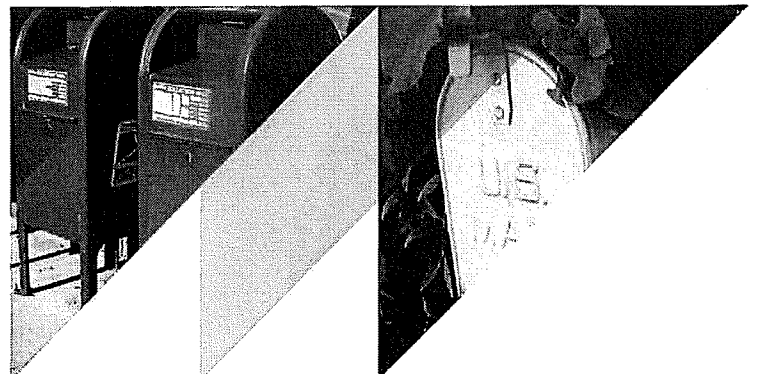
Before applying, applicants must first participate in free safety planning with an Application Assistant. Application Assistants are community-based advocates designated by Safe at Home to provide individualized safety planning and education about meaningful participation in the program.

TO APPLY

- Contact Safe at Home directly at 1-800-446-6564 or safeathome@doj.state.wi.us to be put in contact with a designated Application Assistant in your area.
- Create a personalized safety plan with your designated Application Assistant.
- Complete the Safe at Home application in English, Spanish or Hmong at www.SafeAtHomeWI.gov.



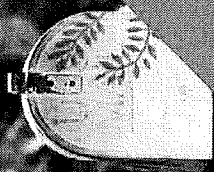
For more information, visit:
www.SafeAtHomeWI.gov



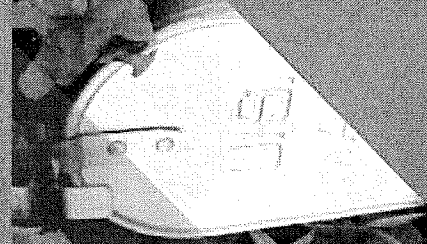
STATUTORY REFERENCES & RESOURCES

- Wis. Stat. § 165.68 - Address Confidentiality Program *(amended by 2017 Wis. Act 144, enacted 3/30/2018)*
- Wis. Stat. § 19.35 (1)(am) 2. a. and 2m. - Exceptions to the Right of Access to Records
- Wis. Stat. § 66.0504(2) - Identity Protection under General Municipality Law
- Wisconsin Public Records Law Compliance Guide (2015) located at:
<http://www.doj.state.wi.us/sites/default/files/dls/2015-PRL-Guide.pdf>





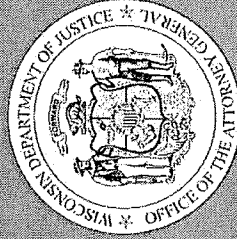
Everyone deserves to feel safe and secure in their own home. If you recently moved or plan to move to a location that is unknown to the person you are in fear of, Safe at Home may be a helpful safety planning tool for you. Once enrolled in Safe at Home, our staff will work with you to ensure that you are able to use the benefits and protections of the program to the fullest extent possible.



Safe at Home
 Wisconsin Department of Justice
 P.O. Box 7035
 Madison, WI 53707-7035
 Ph. (608) 266-6613

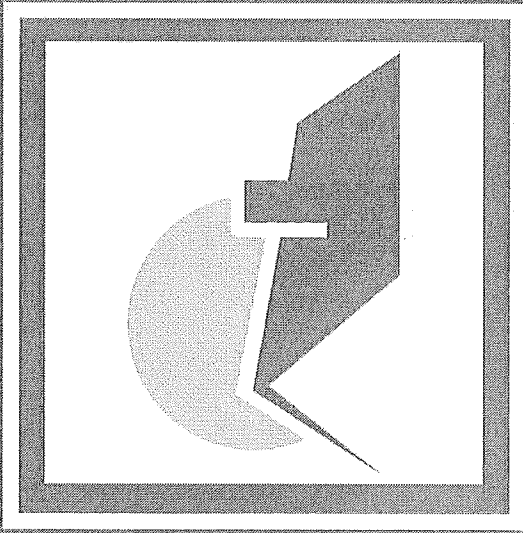
Applicants call toll-free:
1-800-446-6564

Email:
safeathome@doj.state.wi.us



For more information, visit:
www.SafeAtHomeWI.gov

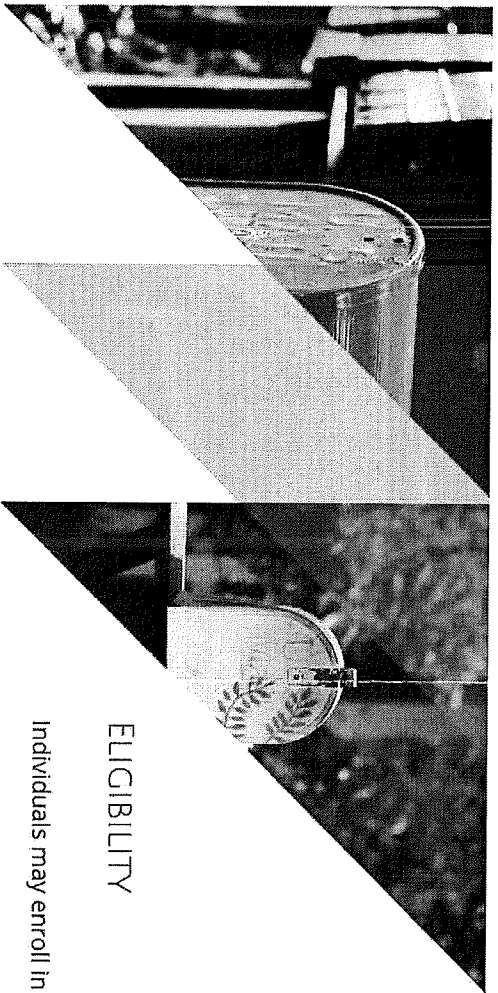
THIS PROJECT WAS SUPPORTED BY AWARD NO. 2016-VA-CX-0065 AWARDED BY THE OFFICE FOR VICTIMS OF CRIME, U.S. DEPARTMENT OF JUSTICE. THE OPINIONS AND RECOMMENDATIONS EXPRESSED IN THIS PUBLICATION ARE THE SOLE RESPONSIBILITY OF THE AUTHOR(S) AND DO NOT NECESSARILY REFLECT THE VIEWS OF THE DEPARTMENT OF JUSTICE OFFICE FOR VICTIMS OF CRIME.



SAFE AT HOME

WISCONSIN ADDRESS
 CONFIDENTIALITY PROGRAM

OFFICE OF CRIME VICTIM SERVICES



WHAT IS SAFE AT HOME?

Safe at Home is a statewide address confidentiality program and free mail-forwarding service that provides victims of actual or threatened abuse, stalking, trafficking, and/or those who fear for their physical safety with a legal substitute address to be used for both public and private purposes. The intent of Safe at Home is for those who fear for their safety to be able to maintain a private, confidential home, work, or school address and prevent future harm.

Participants must reside at a location in Wisconsin that is unknown to their abuser and may not disclose their actual address to the abuser. Participants must also create a safety plan with a Safe at Home designated Application Assistant.

ELIGIBILITY

Individuals may enroll in Safe at Home if they are any of the following:

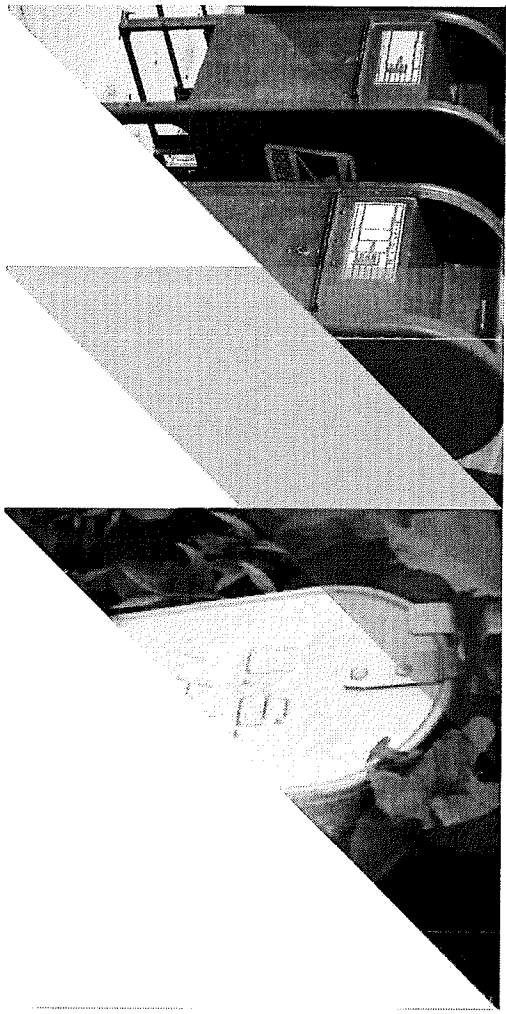
- A victim of an act or threat of domestic abuse, child abuse, sexual abuse, stalking or trafficking.
- A parent or guardian or a person who is a victim of an act or threat of abuse.
- A resident of a household in which a victim of an act or threat of abuse also resides.
- A person who fears for their physical safety or for the physical safety of their child or ward.

SAFETY PLANNING

Before applying, applicants must first participate in free safety planning with an Application Assistant. Application Assistants are designated by Safe at Home to provide individualized safety planning and education about meaningful participation in the program.

TO APPLY

- Contact Safe at Home directly at 1-800-446-6564 or safeathome@doj.state.wi.us to be put in contact with a designated Application Assistant in your area.
- Create a safety plan with your designated Application Assistant.
- Complete the Safe at Home application found at www.SafeAtHomeWI.gov.

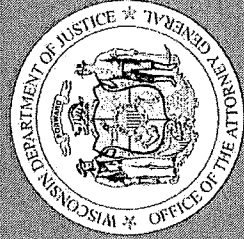


Todos merecen sentirse seguros y protegidos en sus propias casas. Si recientemente se mudó o planea mudarse a un lugar donde usted no sabe si podría estar la persona que usted teme, Safe at Home (Seguro en Casa) es una herramienta de planificación de seguridad que podría ser útil para usted. Una vez que se inscriba en Safe at Home, nuestro personal trabajará en estrecha colaboración con usted para asegurarse de que utilice los beneficios y las protecciones del programa al máximo posible.

Safe at Home
Wisconsin Department of Justice
P.O. Box 7035
Madison, WI 53707-7035
Tel. (608) 266-6613

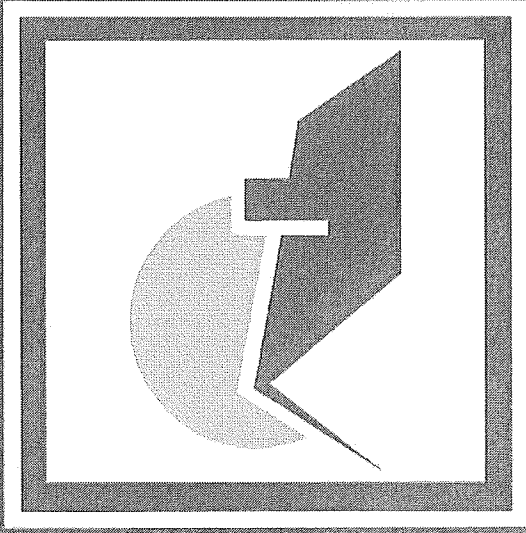
Solicitantes llamen gratis a:
1-800-446-6564

Correo electrónico:
safeathome@doj.state.wi.us



Para más información visite:
www.SafeAtHomeWI.gov

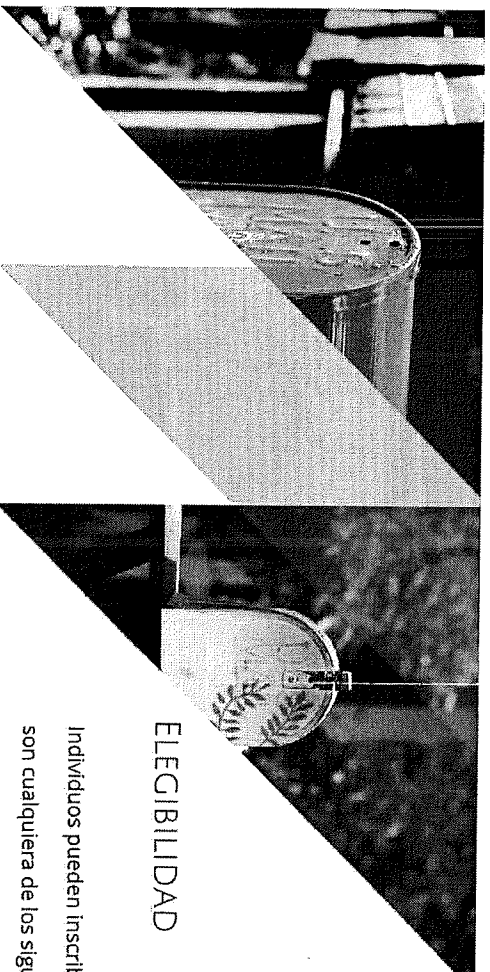
ESTE PROYECTO FUE APOYADO POR EL PREMIO NO. 2016-VA-CX-0065 DE PARTE DE LA OFICINA DE VÍCTIMAS DEL DELITO, DEPARTAMENTO DE JUSTICIA DE EE.UU. LAS OPINIONES Y RECOMENDACIONES EXPRESADAS EN ESTA PUBLICACIÓN SON DE EXCLUSIVA RESPONSABILIDAD DEL O. LOS AUTORES Y NO REFLEJAN NECESARIAMENTE LOS PUNTOS DE VISTA DE LA OFICINA DE VÍCTIMAS DEL DELITO DEL DEPARTAMENTO DE JUSTICIA



SAFE AT HOME

PROGRAMA DE DIRECCIONES
CONFIDENCIALES DE
WISCONSIN

OFICINA DE SERVICIOS A
VÍCTIMAS DEL DELITO



¿QUÉ ES SAFE AT HOME?

Safe at Home es un programa estatal de direcciones confidenciales y un servicio de reenvío de correo gratis que provee a las víctimas de abuso o amenaza de abuso, acoso, tráfico, y/o aquellos que temen por su seguridad física, con una dirección alternativa legal para propósitos públicos o privados. La intención de Safe at Home es que aquellos que temen por su seguridad puedan mantener una dirección privada y confidencial del hogar, trabajo o escuela para prevenir algún daño en el futuro. Los participantes deben vivir en una ubicación en Wisconsin que es desconocida a su abusador y no debe revelar la dirección al abusador. Los participantes también deben de crear un plan de seguridad con un Asistente de Aplicaciones de Safe at Home.

ELEGIBILIDAD

Individuos pueden inscribirse a Safe at Home si son cualquiera de los siguientes:

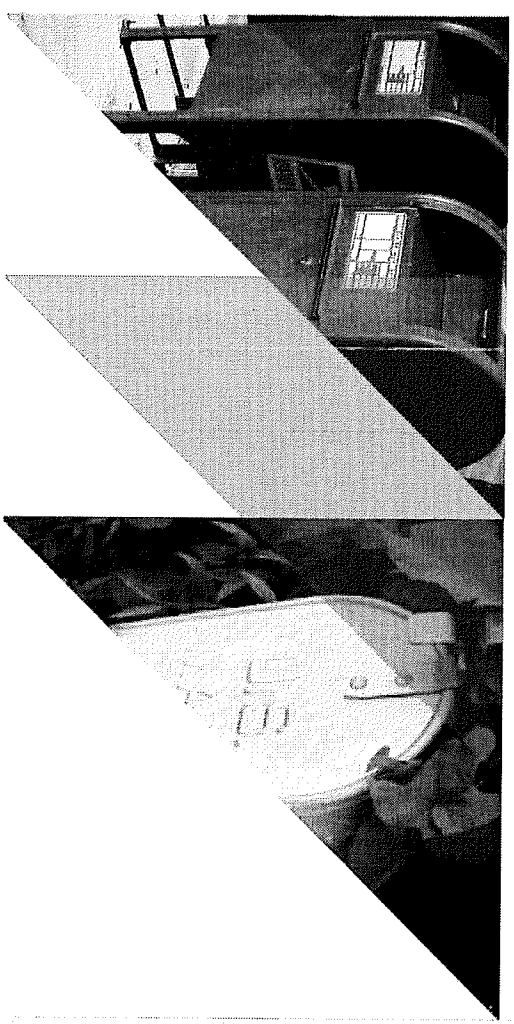
- Una víctima de un acto o amenaza de abuso doméstico, abuso infantil, abuso sexual, acoso o tráfico.
- Un padre o guardián de una persona que es víctima de un acto o amenaza de abuso.
- Un residente de un hogar en cual también vive alguien que es víctima de un acto o amenaza de abuso.
- Una persona que teme por su seguridad física o por la seguridad física de su hijo o de un menor en su custodia.

PLAN DE SEGURIDAD

Antes de aplicar, los solicitantes deben hacer un plan de seguridad junto con un Asistente de Aplicaciones. Asistentes de Aplicaciones están designados por Safe at Home para proveer planes de seguridad individualizados e educación sobre el significado de su participación en el programa.

PARA APLICAR

- Comuníquese con Safe at Home directamente al 1-800-446-6564 o safeathome@doj.state.wi.us para ponerlo en contacto con un Asistente de Aplicaciones designado en su área.
- Debe crear un plan de seguridad con su Asistente de Aplicaciones designado.
- Complete la solicitud de Safe at Home que puede encontrar en www.SafeAtHomeWI.gov.



Txhua leej txhua tus tsim nyog yuav tsum nyob nyab xeeb thiab ruaj nseg hauv lawv lub vaj lub tsev. Yog koj nyuam qhuav tsiv los yog npaj yuav tsiv tsev mus rau ib cheeb tsaim kom tus neeg koj nshai tsis paub txog. Safe at Home (koos haum pab cuam kev nyab xeeb tom tsev) yuav yog lub tswv yim pab kev nyab xeeb zoo rau koj. Thaum twg rau muaj npe nrog Safe at Home lawm, peb tus neeg ua hauj twm yuav pab nrog xyuas kom koj siv tau cov kev pab cuam thiab cov kev pab tiv thauv kom zoo tshaj plaws nyob rau ntawm txoj kev pab.

Koos Haum Pab Cuam Kev Nyab Xeeb tom Tsev (Safe at Home)
Fab Hauj Lwm Saib Xyuas Kev Ncaj
Ncees hauv Wisconsin
P.O. Box 7035
Madison, WI 53707-7035
Tus xov tooj: (608) 266-6613

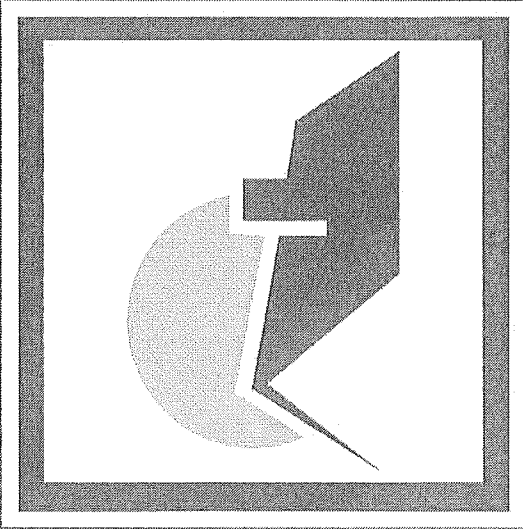
Cov neeg thov kev pab tuaj yeem hu
dawb:
1-800-446-6564

Email:
safeathome@doj.state.wi.us



Xav paub kom ntau tshaj no, thov
mus xyuas hauv:
www.SafeAtHomeWI.gov

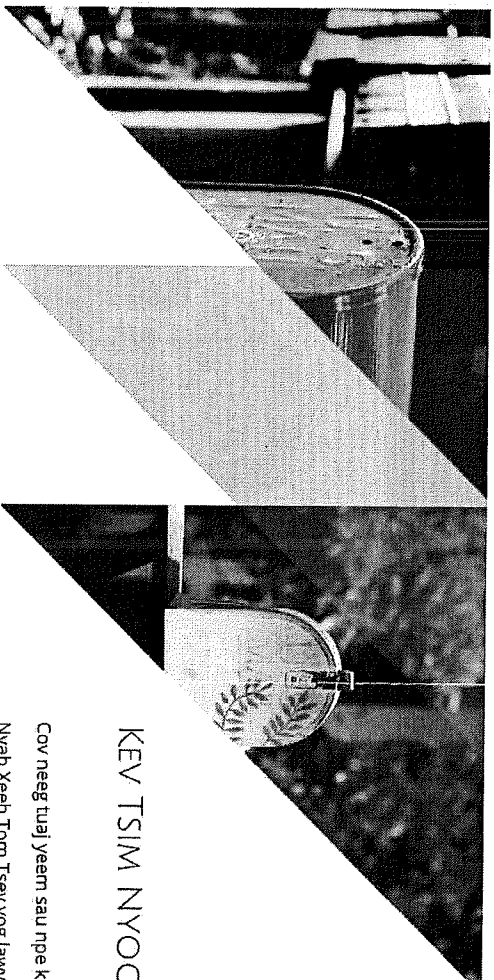
Tus laj txheej no rau txhawb nqa los ntawm Award No. 2016-VA-GX-0065 rau txais nubb suav plig los ntawm Lub Chaw Ua Hauj Lwm rau Cov Neeg Raug Tsim Txom, Fab Hauj Lwm Saib Xyuas Kev Ncaj Ncees hauv teb chaw Mes Kas. Cov kev xav thiab cov lus pom zoo uas nruvav muaj nyob rau hauv tsab ntawv luam lawm no tsuas yog tus (cov) neeg sau tuq xwb thiab yuav tsis yog cov kev xav los ntawm lub Tuam Tsev Pab Kev Vaj Huam Sib Luag, Chaw Khav Dej Nujm Txhawb Cov Neeg Raug Kev Ua Txhaum Cali.



KOOS HAUM PAB CUAM
KEV NYAB XEEB TOM TSEV
(SAFE AT HOME)

WISCONSIN TUS LAJ TXHEEJ
KEV ZAIS CHAW NYOB

LUB CHAWS UAS HAUJ LWM
NTAWM KEV PAB CUAM COV
NEEG RAUG TSIM TXOM



KOOS HAUM PAB CUAM KEV NYAB

XEEB TOM TSEV YOG DAB TSIS?

Koos Hau Pab Cuam Kev Nyab Xeeb tom Tsev yog lb qhov laj txheej kev pab cuam txoj kev zai chaw nyob thooob plaws lub xeev thiab muab kev pab cuam xa ntawv dawb pub rau cov neeg raug kev tsim txom lossis raug quab yuam,raug soj ntsuam, raug muag, thiab/lossis cov uas muaj kev ntshai txog txoj kev nyab xeeb ntawm laww tus kheej uas muab kev cai li choj los uas lawv qhov chaws nyob txhawm rau lub hom phiaj rau sawv daw lossis rau laww tus kheej. Lub hom phiaj ntawm Koos Hau Pab Cuam Kev Nyab Xeeb tom Tsev yog cov neeg uas muaj kev ntshais txog lawv txoj kev nyab xeeb txhawm rau kom tuaj yeem pab zais laww tus kheej, npog lawv lub tsev, chaws ua hauj lw, lossis qhov chaw nyob ntawm tsev kawm ntawv thiab tiv thav txoj kev phom sij rau lub neg yav tom ntej.

Cov neeg koom nrog yuav tsum yog nyob hauv cheeb tsam lub nraug Wisconsin uas laww tus neeg ua pheim ntawv tsis paub thiab yuav tsis qhia lawv qhov chaw nyob tag ntawv rau tus neeg ua pheim ntawv paub. Cov neeg koom nrog kuj yuav tsum rau tsim qhov phiaj xwm kev nyaj xeeb no nrog Koos haum Pab Cuam Kev Nyab Xeeb tom Tsev Tus Kws Pab Ntaub Ntawv uas raug xaiiv.

KEV TSIM NYOG

Cov neeg tuaj yeem sau npe koom nrog Koos Hau Pab Cuam Kev Nyab Xeeb Tom Tsev yog lawv raug raws li cov npe hauv qab no:

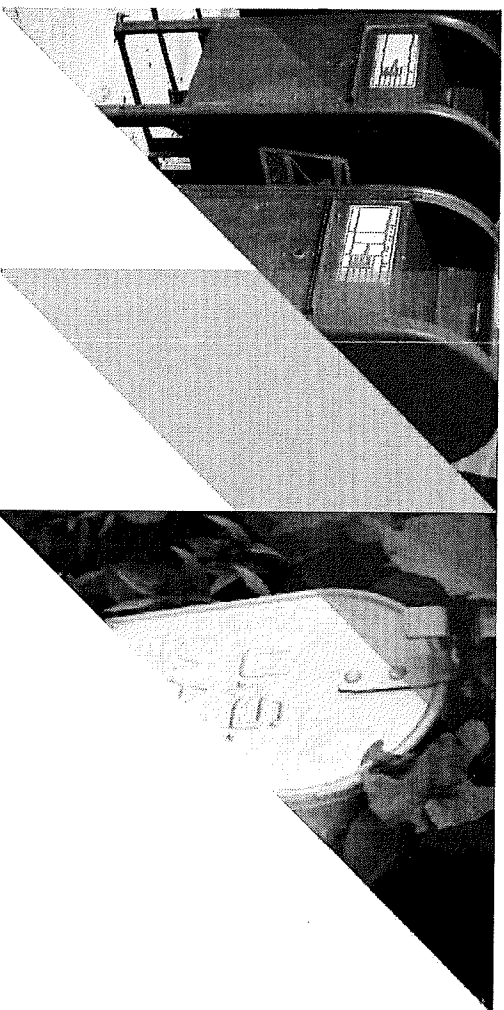
- Tus neeg raug tsim txom los ntawm kev ua lossis raug tso kav thawj hauv yus tsev neeg, kev tsim txom me nyuam yau, kev quab yuam deev, kev raug soj ntsuam lossis raug muag.
- Niam thiab txiv lossis yog tus saib xyuas tus neeg raug tsim txom los ntawm kev ua lossis tso kav thawj.
- Tus uas nyob hauv cuab yim neeg uas tus neeg raug tsim txom los ntawm kev ua lossis tso kav thawj ntawv nyob.
- Tus neeg uas muaj kev ntshais txog lawv txoj kev nyab xeeb lossis txoj kev nyab xeeb ntawm laww tus me nyuam lossis laww tus neeg.

KEV NPAJ PHIAJ XWM KEV NYAB XEEB

Ua ntej thov kev pab, cov neeg thov yuav tsum xub koom nrog kev npaj phiaj xwm kev nyab xeeb nrog Tus Kws Pab Ntaub Ntawv. Tus Kws Pab Ntaub Ntawv uas raug xaiiv los ntawm Koos Hau Pab Cuam Kev Nyab Xeeb tom Tsev txhawm rau muab txoj kev npaj phiaj xwm kev nyab xeeb thiab muab txoj kev kawm txog txoj kev koom tes uas muaj nuj nqi hauv qhov laj txheej no.

KEV THOV

- Tiv Tauj ncaj nraim rau Koos Hau Pab Cuam Kev Nyab Xeeb tom Tsev ntawm 1-800-446-6564 lossis safeathome@doj.state.wi.us txhawm rau muab chaws tiv tauj rau Tus Kws Pab Ntaub Ntawv uas raug xaiiv ntawm koj cheeb tsam.
- Npaj koj tus phiaj xwm kev nyab xeeb nrog rau koj Tus Kws Pab Ntaub Ntawv uas raug xaiiv.
- Sau kom tiav Koos Hau Pab Cuam Kev Nyab Xeeb tom Tsev cov qauv ntawv thov uas tau los ntawm www.SafeAtHomeWI.gov



Wisconsin Department of Justice

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[Office of Crime Victim Services](#)

[Crime Victim Compensation](#)

[Victim & Witness Rights](#)

[Information for Victims & Families](#)

[Safe At Home: Wisconsin's Address Confidentiality Program](#)

[Crime Victims Rights Board](#)

[Resources for Professionals](#)

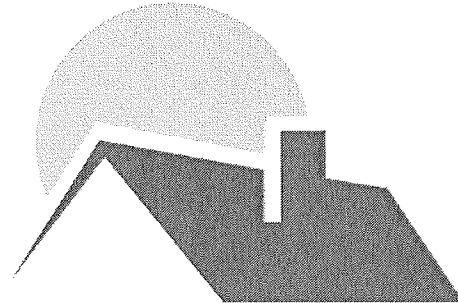
[Training Opportunities for Professionals](#)

[OCVS Grant Programs](#)

[Contact Us](#)

Safe At Home

Wisconsin's Address Confidentiality Program



Safe at Home is a statewide address confidentiality program that provides victims of actual or threatened domestic abuse, child abuse, sexual abuse, stalking, and trafficking, or those who simply fear for their physical safety with a legal substitute address to be used for both public and private purposes. Enrollment in Safe at Home allows participants to use and receive mail at an assigned address in lieu of their actual address. Safe at Home then forwards mail from the assigned address to participants' actual addresses free of charge.

The intent of Safe at Home is for those who fear for their safety to be able to maintain a private, confidential home, work, or school address and gain some peace of mind. Safe at Home is one of many tools that an individual can choose as part of their overall safety plan.


Safe at Home is governed by Wis. Stat. § 165.68, which may be found at <https://docs.legis.wisconsin.gov/statutes/statutes/165>




ELIGIBILITY

A person is eligible to participate in Safe at Home if he or she attests to ALL of the following:

- ▣ That he or she is a resident of Wisconsin.
- ▣ That at least one of the following applies:
 - ▣ He or she is a victim of an act or threat of abuse, a parent or guardian of a person who is a victim of an act or threat of abuse, or a resident of a household in which a victim of an act or threat of abuse also resides.
 - ▣ He or she fears for his or her physical safety or for the physical safety of his or her child or ward.
- ▣ That he or she resides or will reside at a location in Wisconsin that is not known by the person who committed the abuse against, or who threatens, the applicant or his or her child or ward.
- ▣ That he or she will not disclose his or her actual address to the person who committed the abuse against, or who threatens, the applicant or his or her child or ward.

ENROLLMENT

Individuals intending to enroll in Safe at Home must first participate in safety planning with an Application Assistant. Application Assistants are trained victim service providers and advocates designated by Safe at Home to provide education about meaningful participation in the program and safety planning services. After an individual creates a safety plan with a designated Application Assistant, they may complete an application to enroll themselves and/or their child/ward in Safe at Home. Please contact Safe at Home directly to find a designated Application Assistant in your area or find a [list of agencies with designated Application Assistants here.](#) 

To enroll, please download and complete
 a [Safe at Home Application](#) 
[Solicitud en español](#) 
[Daim ntawv thov lus Hmoob](#) 

Completed applications may be faxed to our secure fax at (608) 261-8660.

RESOURCES

- Application Assistants
- Voting
- Schools
- State and Local Government Agencies
- Private Businesses
- Courts and Service of Process

CONTACT US

If you have any questions regarding Safe at Home, please contact us directly at (608) 266-6613 or safeathome@doj.state.wi.us (Note: for security reasons, please do not put any address or otherwise sensitive information in your email inquiry).




Resources

- Criminal Justice Coordinating Council
- File Consumer Complaint
- Wisconsin Amber Alert
- Missing and Exploited Children and Adults
- Wisconsin Alliance for Drug Endangered Children
- Wisconsin Crime Alert Network
- Wisconsin Department of Corrections
- Wisconsin Board of Commissioners of Public Lands
- Wisconsin Department of Transportation
- DOJ Media Archive
- Grants

Contact the AG
 Attorney General
 PO Box 7857
 Madison, WI 53707-7857

Phone: (608) 266-1221
 Fax: (608) 267-2779

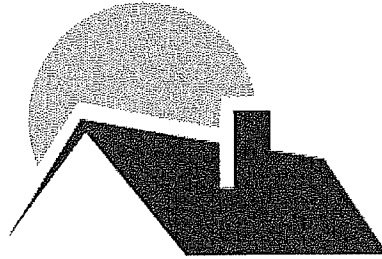
Connect with the DOJ

For concerns regarding this website only please email the webmaster [✉](mailto:webmaster@doj.state.wi.us)

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SAFE AT HOME

WISCONSIN ADDRESS CONFIDENTIALITY PROGRAM

GUIDE FOR SCHOOLS



WISCONSIN DEPARTMENT OF JUSTICE
OFFICE OF CRIME VICTIM SERVICES

This document is intended to provide information and guidance to Wisconsin schools regarding Safe at Home. District administrators are encouraged to establish and adopt procedures that work best for their district. Information contained in this guide does not constitute legal advice.

Overview

Safe at Home is a statewide address confidentiality program and mail-forwarding service that provides victims of actual or threatened abuse, stalking, and/or human trafficking with a legal substitute address to be used for both public and private purposes. The intent of Safe at Home is for those who fear for their safety to be able to maintain a private, confidential home, work, or school address and prevent future harm. To be eligible for the program, participants must reside at a location that is unknown to their abuser and create a safety plan with a victim advocate.

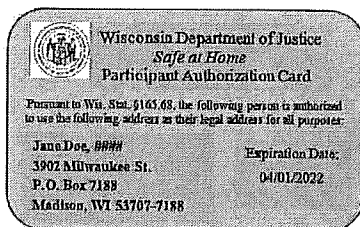
Safe at Home participants are responsible for notifying entities that they are enrolled in the program and updating their records to reflect the substitute assigned address. All entities, including public and private schools, must accept the substitute assigned address as a program participant's legal address. See Wis. Stat. §165.68 (b) and (c). School districts may verify an individual's participation in the program by requesting to view their Safe at Home provided authorization card, or if necessary, contacting Safe at Home directly.

School districts may encounter Safe at Home participants that are:

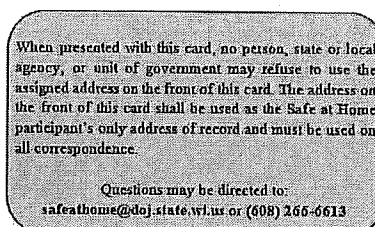
- Students
- Parents or guardians of students
- District employees

Program Authorization Card

FRONT:



BACK:



When a Safe at Home participant presents their program authorization card, their actual address becomes confidential and the Safe at Home assigned address listed on the authorization card should be used for all purposes.

The following information is not considered confidential under Wis. Stat. §165.68, but may still be confidential under FERPA and/or Wis. Stat. §118.125:

- Participation in Safe at Home
- Date of enrollment in Safe at Home
- A participant's assigned address
- State of residence

What to do when a parent or student says, "I am a Safe at Home participant."

1. Verify the status of the program participant by requesting to see their Safe at Home Authorization Card. All Safe at Home program participants are issued an authorization card and are prepared to present it upon request. A parent or legal guardian may present their authorization card on behalf of their minor child or ward. School employees may photocopy this card for school records, if necessary. School employees may also verify a participant's status by contacting Safe at Home directly by phone at (608) 266-6613. To verify a participant's status by phone, please provide the participant's full name and participant ID number (listed on the authorization card). Calls will be returned within 1 business day.
2. If enrolling a student, begin the enrollment process. Do not ask the participant for their actual address or require them to provide proof of residency before starting the enrollment process.
3. Safe at Home encourages districts to adopt one of the following methods to verify a student's enrollment eligibility:
 - a. Complete the "School and District Eligibility Verification" form and submit it directly to Safe at Home. Safe at Home will check the student's enrollment eligibility based on the actual address contained in our records. Please note that this verification method is dependent upon limited district and school boundary information made available to Safe at Home and may not always result in verification of the correct school. A copy of the "School and District Eligibility Verification" form may be found at the end of this guide.
 - b. Designate an administrator within the district that can facilitate a conversation with the enrolling parent or guardian to identify the correct school in which to enroll the student and available transportation options. The parent or guardian may orally disclose an actual address during this conversation for the purpose of identifying a proper school and establishing a correct bus route. The

administrator may not make record of the actual address or disclose the actual address in any way. The enrolling parent or guardian may then complete an "Affidavit of Student Enrollment" after being provided the proper school and busing information from the administrator. The "Affidavit of Student Enrollment" may be kept as a part of the student record because it does not contain the student's actual address.

A copy of the "Affidavit of Student Enrollment" may be found at the end of this guide.

4. Do not request a transfer of pupil records from the student's previous school. To ensure protection of the Safe at Home participant's actual address, all transfers of pupil records should be facilitated directly by Safe at Home. Parents or guardians should complete the Safe at Home "Release of Information: School Records" form and provide it directly to Safe at Home, not the school. Safe at Home may then request student records from the previous school and forward them to the enrolling school.
5. Use the Safe at Home assigned address listed on the participant's authorization card for all internal and external pupil records.

Other Considerations:

Emergency Contact Information - Students that are Safe at Home participants may still provide the school with emergency contact information. Parents should not provide the contact number for Safe at Home as an emergency contact.

School Directory - For safety concerns, it is recommended that Safe at Home participants opt-out of any type of school directory. Please work with Safe at Home participants to identify any directories or public listings that your district publishes. A Safe at Home participant's actual address should never be listed in a school directory.

Frequently Asked Questions

Q: How does a school district provide the Wisconsin Department of Public Instruction with confirmation of enrollment and attendance for students enrolled in Safe at Home?

A: Use of a Safe at Home assigned address will not impact any data collection done by the Wisconsin Department of Public Instruction. Districts should provide information for students participating in Safe at Home the same way that they do for other students.

Q: How should a school district document a Safe at Home participant student that is open enrolling into their district?

A: The nonresident district should use the Safe at Home address as the address of record for the student enrolling into their district. This is the student's legal address to be used for all purposes and should be the only address that appears in the pupil record. The student's actual resident district must be provided and entered into the open enrollment database (OPAL) either by the parent submitting an online application during the regular application period or by the nonresident district entering the application information from an alternative application. The student's actual district of residence may only be disclosed to the Wisconsin Department of Public Instruction, the student's nonresident district, and the student's resident district for tracking and funding purposes and may not be disclosed as part of the pupil record.

Q: I have attendance or welfare concerns about a student that is a Safe at Home participant. What should I do?

A: Attendance concerns should be handled in the same manner as any other student. If law enforcement is contacted, inform them that the student is a Safe at Home participant and that any release of information pertaining to the student's actual address should come from Safe at Home directly.

Enrollment in Safe at Home does not exempt anyone from existing mandatory reporting laws. Child welfare reports should be made during school hours, if possible. Inform human services that the student is a Safe at Home participant and that you are prohibited from releasing any actual address information. Human services can ask law enforcement to request a release of participant information directly from Safe at Home.

Q: If the alleged abuser is the other parent, can that person access information about the child?

A: Safe at Home participation does not prevent lawful disclosure of information to parents. Therefore, all school records should reflect only the Safe at Home assigned address.

Q: Can Safe at Home disclose a participant's actual address?

A: Safe at Home may only release actual address information if requested by law enforcement for official purposes or pursuant to court orders. Any other type of request for disclosure of participant's actual address will be denied.

Q: *What happens if a Safe at Home participant student moves during the school year?*

A: Schools may request verification of enrollment eligibility at any time. If your district would like Safe at Home to re-verify a student's enrollment eligibility, complete and submit the "School and District Eligibility Verification Form" at any time.

Q: *Can pictures of Safe at Home participant students be posted on the school website?*

A: The law that governs Safe at Home does not pertain to photographic records. Parents or students participating in Safe at Home may request that photographic images not be posted publicly as part of a safety plan. It is recommended that schools consult directly with parents and legal counsel before posting or releasing any kind of photographic information pertaining to students enrolled in Safe at Home.

Statutory Reference

Safe at Home is governed by Wis. Stat. §165.68 and administered by the Department of Justice Office of Crime Victim Services.

Contact Information

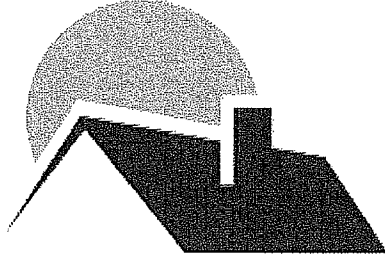
By Mail:

Safe at Home
Wisconsin Department of Justice
P.O. Box 7035
Madison, WI 53707-7035

Phone: (608) 266-6613

Email: safeathome@doj.state.wi.us

Website: www.safeathomewi.gov



Wisconsin Safe at Home Program

Court Records and Service of Process

Court Records

If a Safe at Home participant submits a written request to a local clerk that their actual address be kept 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)] It is the responsibility of a Safe at Home participant to file a *Notice to Court of Participation in Safe at Home* form for every case in which their actual address appears.

If a Safe at Home participant files a *Notice to Court of Participation in Safe at Home*, the clerk of courts will:

- Verify participation in Safe at Home by requesting to view the participant's Safe at Home Authorization Card.
- Waive the filing fee.
- Enter the form into CCAP as a court record event.
- Locate and remove all references to the actual or last-known address in the court record, including any reference on the *Notice to Court of Participation in Safe at Home* form and in electronic filing records.
- Replace the participant's actual or last-known address with the Safe at Home assigned address listed on the *Notice to Court of Participation in Safe at Home* form.

Service of Process

All Safe at Home participants certify the Wisconsin Department of Justice as their designated agent for service of process. Legal paperwork that does not require personal service may be sent via U.S. Postal Service mail to the Safe at Home participant's assigned address. Legal paperwork that requires personal service should not be served to a Safe at Home participant at their assigned address or their actual home, work, or school address.

Legal paperwork to be personally served on a Safe at Home participant may be served to the Department of Justice at the Office of the Attorney General in the Wisconsin State Capitol Building (114 East, State Capitol) during business hours.

This and other information about the Safe at Home program can also be found at
www.SafeAtHomeWI.gov

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY.

Plaintiff/Petitioner

-VS-

Defendant/Respondent

Other

**Notice to Court of
Participation in
Safe at Home**

Case No. _____

This notice is to inform the court and all parties to the above-named action that _____ is a participant in Safe at Home, Wisconsin's address confidentiality program.

- Pursuant to §66.0504(2), Wis. Stats., the clerk shall redact all references to the last known address/actual address in the case number referenced above.
- Pursuant to §165.68(5)(a), Wis. Stats., a Safe at Home participant may use their Department of Justice assigned address for all purposes. Correspondence may be mailed to the above-named participant at the following assigned address:

Assigned Address
3902 Milwaukee St., #S_____
PO Box 7188
Madison, WI 53707

- The Wisconsin Department of Justice is the designated agent for service of process for this Safe at Home participant. Legal documents to be personally served to this Safe at Home participant may be served to the Department of Justice at the Office of the Attorney General in the Wisconsin State Capitol Building (114 East, State Capitol) during business hours. Additional information may be found at www.safeathomewi.gov.
- 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**.
- 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).
- A person who intentionally releases actual address information of a Safe at Home participant is guilty of a misdemeanor. See Wis. Stat. §165.68(7).
- Safe at Home participant should note that this notice is not confidential and that they will need to complete a notice form for each case in which their actual address appears. The clerk will continue to use the Safe at Home assigned address until notified of a new address by the program participant.

Safe at Home Participant Signature: _____ Date: _____

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY

Plaintiff/Petitioner _____

-VS- _____

Defendant/Respondent _____

Other _____

**Notice to Court of
Participation in
Safe at Home**

Case No. _____

You can find this information on the Wisconsin Circuit Court Access Program website (commonly called CCAP):

<https://wcca.wicourts.gov/>

This notice is to inform the court and all parties to the above named action that **YOUR NAME** is a participant in Safe at Home, Wisconsin's address confidentiality program.

- Pursuant to §66.0504(2), Wis. Stats., the clerk shall redact all references to the last known address/actual address in the case number referenced above.
- Pursuant to §165.68(5)(a), Wis. Stats., a Safe at Home participant may use their Department of Justice assigned address for all purposes. Correspondence may be mailed to the above-named participant at the following assigned address:

Assigned Address
3902 Milwaukee Street, #SXXX (your unique household number)
PO Box 7188
Madison, WI 53707

- The Wisconsin Department of Justice is the designated agent for service of process for this Safe at Home participant. Legal documents to be personally served to this Safe at Home participant may be served to the Department of Justice at the Office of the Attorney General in the Wisconsin Stat Capitol Building (114 East, State Capitol) during business hours. Additional information may be found at www.safeathomewi.gov.
- 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.
- 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).
- A person who intentionally releases actual address information of a Safe at Home participant is guilty of a misdemeanor. See Wis. Stat. § 165.68(7).
- Safe at Home participant should note that this notice is not confidential and that they will need to complete a notice form for each case in which their actual address appears. The clerk will continue to use the Safe at Home assigned address until notified of a new address by the program participant.

Safe at Home Participant Signature: _____ **YOUR SIGNATURE**

Date: _____ **DATE**

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY

Plaintiff/Petitioner

-VS-

Defendant/Respondent

Other

**Notice to Court of
Cancellation of
Participation in
Safe at Home**

Case No. _____

This notice is to inform the court that _____ is no longer enrolled as a participant in Safe at Home, Wisconsin's address confidentiality program. Due to this change in enrollment status, the above-named individual is no longer authorized to use the following address:

Assigned Address
3902 Milwaukee St., #S ____
PO Box 7188
Madison, WI 53707

Update the above-named individual's address to the following:

New Address

All mail sent to the assigned address for the above-named individual will be returned to sender. The Department of Justice can no longer accept service of process on behalf of the above-named individual. Please update your records accordingly.

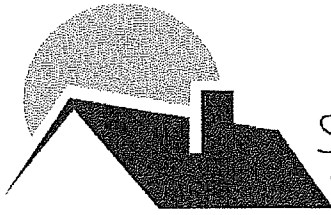
This notice is submitted to the court by:

- The above-named individual, who is no longer enrolled in Safe at Home.

Signature: _____ Date: _____

- The director or an authorized designee of Safe at Home.

Signature: _____ Date: _____



SAFE AT HOME

WISCONSIN ADDRESS CONFIDENTIALITY PROGRAM



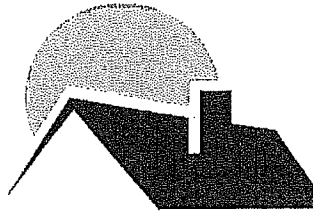
Notice to State and Local Government Entity of Participation in Safe at Home

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.



SAFE AT HOME

WISCONSIN ADDRESS CONFIDENTIALITY PROGRAM



Real Property Notice

This notice is to inform you that _____ is a lawful participant in Safe at Home, Wisconsin's address confidentiality program for victims of abuse and people who fear for their physical safety. Safe at Home is administered by the Office of Crime Victim Services within the Wisconsin Department of Justice. Participants in Safe at Home have extremely high security needs which require their actual address and any portion thereof to be kept confidential. Upon receipt of this notice, all real property records related to the above-named individual are subject to the requirements of § 165.68, § 66.0504(2), and § 19.35(1)(am), Wis. Stats.

- 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.



Safe at Home Participant Information:

Legal First Name	Legal Middle Initial	Legal Last Name
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Telephone Number	Date of Expiration in Safe at Home
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Safe at Home Participant's Assigned Address:

This address is the participant's legal address and should be used for all mailed correspondence to the participant.

3902 Milwaukee St., #S____
PO Box 7188
Madison, WI 53707

Legal Description of the Real Property Affected by this Notice:

Parcel Number: _____

Street Address of the Real Property Affected by this Notice:

Number	Street	Apt./Unit	City	State	Zip
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Signature of Participant:

Signature	Date
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CERTIFICATION OF PROPOSED GUIDANCE DOCUMENT

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

On behalf of the Attorney General

A handwritten signature in blue ink, appearing to read 'Charlotte Gibson', is written over a horizontal line.

CHARLOTTE GIBSON

Division of Legal Services Administrator