

Address Confidentiality Program



Jason Kander • Secretary Of State

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To: *Safe at Home* Application Assistants
From: Brenda Sites, Program Manager
Date: March 18, 2013
Re: Important Program Updates

As you may be aware, with the results of last November's election and this January's state inaugural ceremonies, there has been a transition in leadership at the Secretary of State's office. Jason Kander now serves as your Secretary of State and administrator of the *Safe at Home* program. We have recently updated our *Safe at Home* forms and materials to reflect the administration change.

I have included copies of the new *Safe at Home* authorization card template. **Please take a moment now to replace the blue cards in any *Safe at Home* application packets you currently have with the enclosed cards.** The instructions for the authorization card remain the same; the applicant only needs to sign his or her name on the signature line. Please do not remove the card from the perforations or we will be unable to process it. If you need more authorization card templates to fully replace your current supply, please contact *Safe at Home* at 866-509-1409 or SafeAtHome@sos.mo.gov. **You may continue to use the Participant Applications, Checklists of Understanding, and envelopes that you may already have in your possession, but please be sure to use only the new authorization card templates from this point.**

You are welcome to contact the *Safe at Home* office any time you have questions about the application process. Based on some recent inquiries, please keep in mind the following tips:

- Any person age 17 years or older should complete his or her own application packet even if he or she still resides with a parent or guardian. Only dependents age 16 years or younger should be listed as minor children.
- When completing the application form, only include the current address where the applicant lives now or where the applicant can immediately begin receiving mail. We do not need former addresses.
- Applicants are not required to register to vote, but Application Assistants are required to ask all applicants if they would like to register or if they are currently registered and would like to update their existing voter registration. If the applicant wants to register to vote for the first time or update an existing voter record, he or she will need to complete the Missouri Voter Registration Application. If the applicant chooses to complete the registration application, please be sure the applicant does not list any addresses on the form. Any questions about mailing, home, or previous addresses should be left blank.

As always, we appreciate your willingness to serve as an Application Assistant for the *Safe at Home* address confidentiality program. Please contact us at 866-509-1409 with any questions about this memo.

