

# CONFIDENTIAL ADDRESS PROGRAM

## STATE AGENCY INTERACTION



The Confidential Address Program (CAP) will help many participants work with state and local government agencies. Problems arise when CAP participants believe that government offices are independent departments. Participants are often unaware of the record-sharing procedures frequently used in today's government agencies. The most common problem arises when government employees urge CAP participants to reveal their actual address and then share that information with other government offices. An understanding of the following points will help CAP participants use their fictitious address privileges confidently and effectively.

1. **The CAP participant is responsible for requesting the use of the CAP fictitious address.** It is the responsibility of each client to reveal the fact that they are a participant in the Confidential Address Program. Participants should, without exception, present their CAP authorization letter and request the use of the fictitious address each time they conduct business with a state or local government agency. *Participants, who choose not to do so, forget, or succumb to demands for actual address information, forfeit the opportunity to use their fictitious address privileges.*
2. **The responsibility for refraining from disclosing actual location information rests solely with the CAP participant.** Despite CAP's efforts to inform state and local agencies about this program, a CAP participant may encounter government personnel who have never heard of it. They may insist that the participant reveal her/his actual location. When this happens, the participant should ask the government employee to call the toll free number on the authorization letter. CAP staff will provide immediate program orientation to anyone who calls. If the government employee won't make the call, we recommend the participant politely excuse herself/himself from the government office. The participant should then call the CAP office and request help. Participants must be able to give CAP staff the name and phone number of the government employee with whom they were dealing.
3. **The use of the CAP fictitious address is not retroactive.** If a government agency has obtained and recorded a CAP participant's actual location information, they are under no obligation to remove, modify, or replace that information with the CAP fictitious address. Sometimes an agency will try to do that because they are concerned for a CAP participant's safety. It is important to note, however, that Nevada law does not require a government agency to do this. CAP participants should be skeptical of any agency's claim that they can

thoroughly and effectively remove or replace address information.

In addition, participants must be aware that government offices share personal information (including addresses) with other government entities. Many government records are also made available to private companies and the general public. When a CAP participant provides actual address information to one government office, it is likely that the information will be shared with several other government agencies. Furthermore, agencies may even replace the CAP fictitious address with the actual address they obtained through this information sharing process.

4. The participant's consistent use of the fictitious address better ensures a CAP participant's success in maintaining location confidentiality. Participants should continually remind themselves that the fewer people and government agencies who know where they are, the safer they will be. The Confidential Address Program is only effective when participants are diligent in limiting the number of people who know their actual address.

**As always, if you have any questions about the use of the CAP fictitious address when dealing with state and local government agencies, please contact our office at 1- 888-432-6189.**



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