

Safe at Home – Address Confidentiality Program s.165.68 - Effective Date 4/1/2017

The program participant must be certified by the Department of Justice (DOJ) to participate in the confidentiality program. The DOJ will provide the participant with an assigned address to use for all correspondence; the DOJ will receive the mail and forward it to the participant.

Per 66.0504(2)(a) the program participant must submit a written request to a local clerk that he or she keep the program participant's actual address private, the local clerk ***may not disclose any record in his or her possession which would reveal the program participant's actual address***, except pursuant to a court order.

A program participant remains enrolled in the program for 5 years, unless he or she cancels his or her participation or is disenrolled. The participant may reenroll in the program within 6 months of notification from DOJ. The participant can cancel participation at any time by submitting a written notice to DOJ.

Suggested Best Practice until the DOJ has an opportunity to address WRDA concerns

- Create a new document code – **SAH** (safe at home)
 - This document type shall be restricted
- The applicant must submit a written request on the form prescribed by the Department of Justice to require the document be confidential
- Record the document as a restricted document type **SAH**, at this time the document will be unsearchable to title companies and the public
 - Index the document as with grantor and grantee only