

CONFIDENTIAL ADDRESS PROGRAM APPLICATION PROCESS

Applications for the Confidential Address Program are available through CAP certified agencies. To locate the agency nearest you, call 1-888-432-6189.

A designated domestic violence **Certified Agency Representative** will assist with the completion of each application. The certified agency representative will complete a declaration stating there is specific evidence the applicant has been a victim of domestic violence or sexual assault. The representative will base this statement on a screening document prepared by the Certified Agency Representative.

Each participant must complete an application. Up to 5 dependents may be listed on the same application. If there are more than the spaces provided then another application will need to be **completed** and attached.

The completed application, screening document, declaration, authorization letter and checklist for application shall be sent by the certified agency, by mail, to the Confidential Address Program. The agency will send this completed package within one business day of completion. For expedited delivery, use priority mail through the United States Post Office.

The Confidential Address Program shall approve or disapprove an application for a fictitious address within five business days after receiving the application; however, the turn around time is usually within one business day.

If the application is approved, a fictitious address and an authorization code number for the participant will be assigned.

Unless previously canceled, an individual's participation in the Confidential Address Program shall be cancelled four years from the date of approval. However, prior to expiration, CAP will give the participant the option of renewing if they feel that they still need the benefits of the program.

If participant in the Confidential Address Program, prior to the four-year term limit, canceled program participation, the participant may be reinstated after showing evidence that the threat of domestic violence still exists. A new application form must be completed.

If a participant removes her/himself from CAP and later wishes or has a need to become part of the program again, a new application must be completed. A new file and participant's number will be created.

Any request asking for confirmation of an individual's participation in CAP must be in writing to the Confidential Address Program. CAP will respond either by telephone or in writing the same day the request is received. **Only participation in the Program will be confirmed.**

Any request for information made pursuant to NRS 217.462 through 217.471, and NRS 293.5002 must be in writing.