

HUMAN RESOURCES MEMORANDUM 99-022		DATE ISSUED: 9/15/1999
SUBJECT: CALIFORNIA CONFIDENTIAL ADDRESS PROGRAM		REFERENCE: None
TO: PERSONNEL LIAISONS; Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The Secretary of State's Office is implementing the new California Confidential Address Program (Cal CAP) for victims of domestic violence who have permanently relocated or are willing to relocate to avoid further victimization. People that are certified participants of the program will receive address confidentiality and be given a substitute post office box located at the Secretary of State's address from which their mail will be forwarded to their confidential address. They will also be issued a laminated ID card that will contain the Cal-CAP address, enrollment number, enrollment date, expiration and participant's signature. The Cal-CAP substitute address is considered public information. Using the Cal-CAP address may help to maintain the secrecy of a participant's location if their records are accessed. This is a mail forwarding program not a witness protection program.

Interested employees should complete a new Employee Action Request (EAR) form and present it along with their Cal-CAP ID card to their Personnel Specialist for processing. The EAR form will not update the address of all programs in which an employee may be enrolled. For those enrolled in Group Legal Services or a Union affiliated insurance program, it will be necessary for the employee to forward a written request directly to the program to initiate the address change. If they have U. S. Savings Bonds they must submit a new form to their Personnel Specialist with the substitute address for each bond issued.

The Department of General Services will comply with the new regulations whenever a participant requests confidentiality of address and presents their authorization card. Upon enrollment and providing the Office of Human Resources (OHR) with the new substitute address, the OHR will include the four-digit authorization number on the front of all correspondence sent to the new address.

Employees that wish to participate may contact any designated domestic violence or victims assistance program facility in California to enroll. For more information on locating one of these program facilities in your local area, call toll free, 1-877-3-Cal-CAP.

Questions regarding this memorandum should be directed to your assigned Personnel Specialist or Supervisor.

Lynn W. Catania, Manager
 Personnel Operations Section
 LWC/LS

Cc: Assistant Personnel Managers
 Personnel Analysts
 Personnel Transactions Staff
 Performance Program Manager