**Entering address information for people in the Address Confidentiality Program (ACP)**

The Colorado Address Confidentiality Program (ACP) is a program designed to provide survivors of domestic violence, sexual offense and stalking/harassment with a substitute address they can legally use in place of their physical addresses. For more information about the Colorado Address Confidentiality Program you can visit the State of Colorado Division of Central Services at <https://www.colorado.gov/pacific/dcs/acp>.

Each participant in the program receives an ACP authorization card that they can then present to us, and we will use the address on the card as that patron’s legal mailing address. Regardless of the address on the card, we will issue a Resident card with complete borrower privileges to ACP participants. Here are some specific things to note when issuing a card to an ACP borrower:

1. The patron needs to show ID but doesn’t need to provide proof of residency. Instead, the borrower must show you his or her ACP authorization card as proof of legal mailing address.
2. Check the expiration date on the front of the ACP authorization card to be sure it is still valid.
3. Enter the patron’s information into the record as you would for any other patron, *with the following exceptions*:
	1. Enter **Resident** in the **Patron Type** field, regardless of the mailing address.
	2. In the **Expiration Date** field, enter the expiration date printed on the patron’s ACP authorization card.
	3. If using an alias, put the alias in the prompted **Name** field. Then put legal name in an additional name field as follows: "Doe, Jane MI (Legal Name).
	4. When completing the **Address** fields:

                                                               i.      On the first line, enter “Address Confidentiality Program.”

                                                             ii.      On the second line enter the street address provided on the authorization card. Make sure to enter the apartment number.

                                                           iii.       Enter the city, state and ZIP code

1. You can ask for a phone number and email address and the patron can provide it if he or she chooses. (Keep in mind that ACP says the substitute address on the card is our most reliable way to contact a program participant.)

If the patron prefers not to share their phone *and* email information, explain to them that they will not receive hold or overdue notices from us, as we do not send notices via U.S. Mail.

***Note:***The **Address**field is the *only* place in the record where you should indicate that the borrower is an Address Confidentiality Program participant. Do not create a note or message to that effect.