

SECRETARY OF STATE
(New Administrative Regulation)

30 KAR 10:080. Substitute address.

RELATES TO: Ky Acts ch. 172

STATUTORY AUTHORITY: Ky Acts ch. 172

NECESSITY, FUNCTION, AND CONFORMITY: Ky Acts ch. 172 authorizes the Secretary of State to promulgate administrative regulations implementing Ky Acts ch. 172. This administrative regulation implements Ky Acts ch. 172.

Section 1.

(1) Program participants may use the substitute address provided by the Secretary of State when interacting with any state or local agency on all forms or applications that require an address.

(2) Every state or local government agency, or office, shall accept the substitute address issued by the Secretary of State as the only address for all program participants when the participant provides the address and authorization card and authorization number. Program participants are not required to respond to any question regarding the details or circumstances of the person's inclusion in the program. The public agency may contact the Secretary of State to verify program participation and for additional program information.

(3) The agency official creating a new record may make a file photocopy of the authorization card and will immediately return the authorization card to the program participant.

(4) The agency official may call the Safe at Home Program to verify an individual's participation status in the program and to confirm the participant's authorization number.

(5) The Secretary of State is the agent for receipt of all mail sent to program participants at the substitute address.

(6) All first-class mail specifically addressed to the program participant at the substitute address will be forwarded at least every second business day to each participant's mailing address, using "return service requested" designation on the envelope. The Secretary of State is not required to forward mail that is not specifically addressed to the participant.

(7) The Secretary of State may hold a participant's mail for up to three weeks if the participant provides a Mail Hold Request. The Secretary of State must compare the signature on the hold request with that on file for the participant prior to holding the mail.

Section 2. Incorporation by Reference.

(1) "Safe at Home Mail Hold Request", July 2023, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Secretary of State's Office, 700 Capital Avenue, State Capitol, Suite 152, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m., or may be obtained at www.sos.ky.gov.

MICHAEL G. ADAMS Secretary of State

APPROVED BY AGENCY: June 27, 2023 June 27, 2023

FILED WITH LRC: June 29, 2023 at 3 p.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on September 26, 2023, at 10:00 a.m. EST, at Office of the Secretary of State. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be

cancelled. This hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until September 30, 2023. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Jennifer Scutchfield, Assistant Secretary of State, 700 Capital Avenue, State Capitol, Suite 152, Frankfort, Kentucky 40601, phone (502) 782-7417, fax (502) 564-5687, email jscutchfield@ky.gov.