

**SECRETARY OF STATE**  
**(Amended at ARRS Committee)**

**30 KAR 10:080. Substitute address.**

RELATES TO: KRS 14.302

STATUTORY AUTHORITY: KRS 14.318

NECESSITY, FUNCTION, AND CONFORMITY: KRS 14.318 authorizes the Secretary of State to promulgate administrative regulations implementing the Safe at Home Program. This administrative regulation establishes that Safe at Home Program participants may use a substitute address provided by the Secretary of State.

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 shall not be 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 shall 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 shall be 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 shall 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 shall not be 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 (3) weeks if the participant provides a Mail Hold Request. The Secretary of State shall 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](http://www.sos.ky.gov).

(50 Ky.R. 504, 1042; eff. 1-30-2024.)

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