



Safe at Home

Minnesota's Address Confidentiality Services

Homeline Presentation

March 18, 2026

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What is Safe at Home?

Safe at Home

Sometimes, people don't understand.

Not True

Is not an advocacy program

Is not a resource to find housing

Is not a program that gives out "fake" addresses

Is not a witness protection program

True

Is a Division of the Office of the MN Secretary of State

Is a tool for someone with extreme safety needs

Issues a special address that others are required to accept

Provides address confidentiality services

Safe at Home is mostly governed by:

Minnesota Statutes, Chapter 5B
and Section 13.045

Minnesota Administrative Rules,
Chapter 8290



Safe at Home Statistics

Current Participants: 5300+

Current Households: 2500+

Current Application Assistants: 370+

Current Partner Locations: 160+

Who does Safe at Home help?

Survivors of domestic violence

Survivors of sexual assault

Survivors of stalking

Those with professional reasons

Eligibility



Reside in Minnesota, or are planning to move to Minnesota within 60 days of applying



Be afraid for their personal safety or reside with someone who fears for their safety



Not be a registered predatory offender





How does Safe at Home work?

Safe at Home
issues an
alternate address
that a person
uses as their
home, work or
school address.



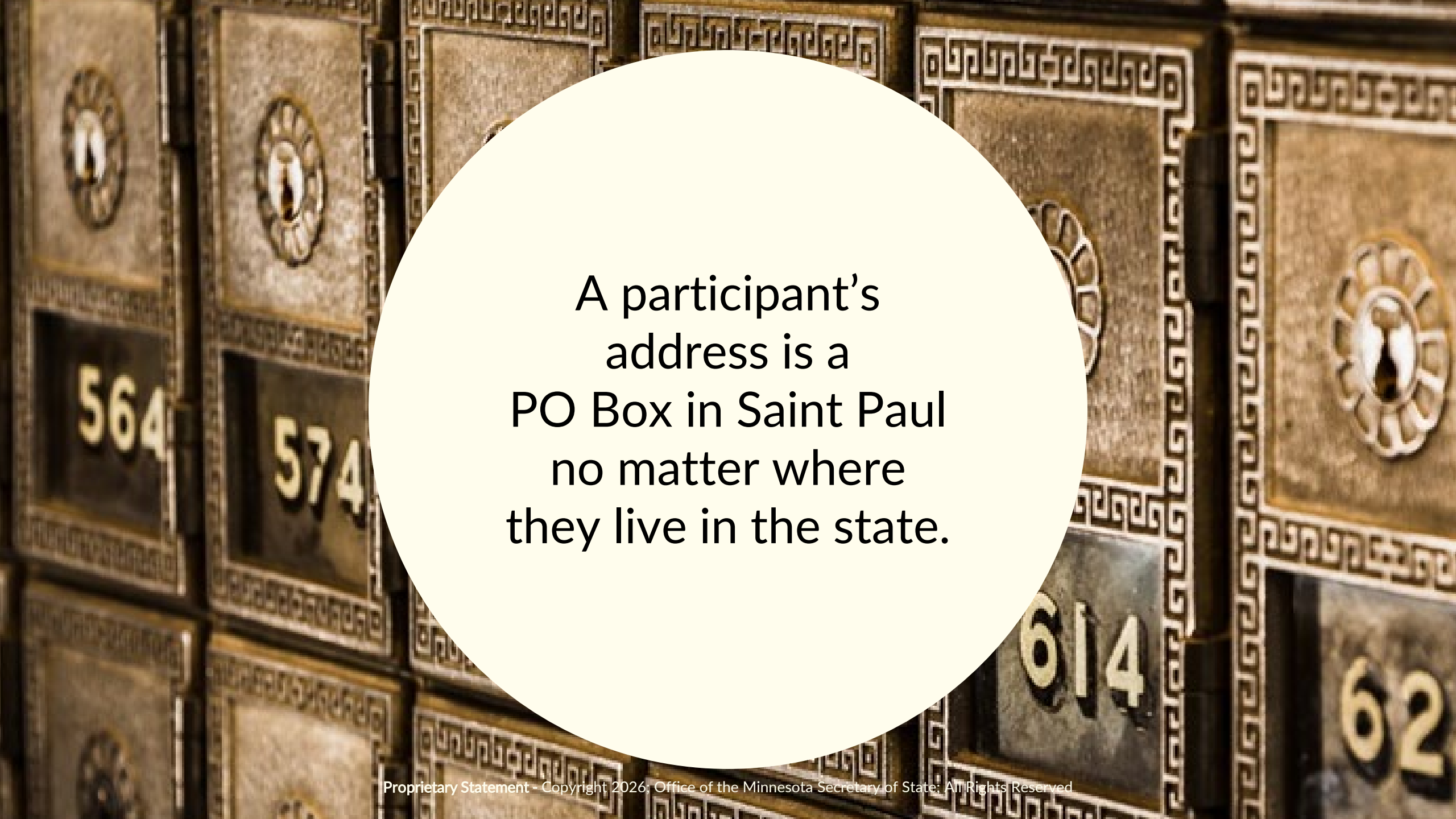
Lot Numbers

All participants share the same PO Box. Each household is assigned a unique Lot Number that distinguishes their mail from another household's mail.

Here's what a Safe at Home address looks like:

LOT ####
PO BOX 17370
SAINT PAUL MN 55117-0370



A row of ornate metal mailboxes with decorative keyholes and numbers. The mailboxes are arranged in a grid, with numbers 564, 574, 614, and 62 visible. The background is a close-up of the mailboxes, showing the intricate details of the metalwork and the keyholes.

A participant's
address is a
PO Box in Saint Paul
no matter where
they live in the state.

A close-up photograph of a person's hands writing on a document with a white pen. The person is wearing a light-colored sweater. The background is blurred, showing a window with natural light. The text is overlaid on the right side of the image.

By law, all public and private entities in the state of Minnesota must accept the Safe at Home address as the participant's address for all reasons.

Just some of
the things for
which Only
the SAH
address must
be accepted

- School Enrollment
- WIC
- County-based Services
- Driver's License
- State ID card
- Auto Insurance
- Renter's Insurance
- Opening a Bank Account
- Form I-9 / New Employment
- Energy Assistance
- Income Tax Filing
- Appearing in Court
- Service of Process
- Library Card
- Dog License
- Police Reports
- Permits to Carry
- Permits to Purchase

Applying to Safe at Home

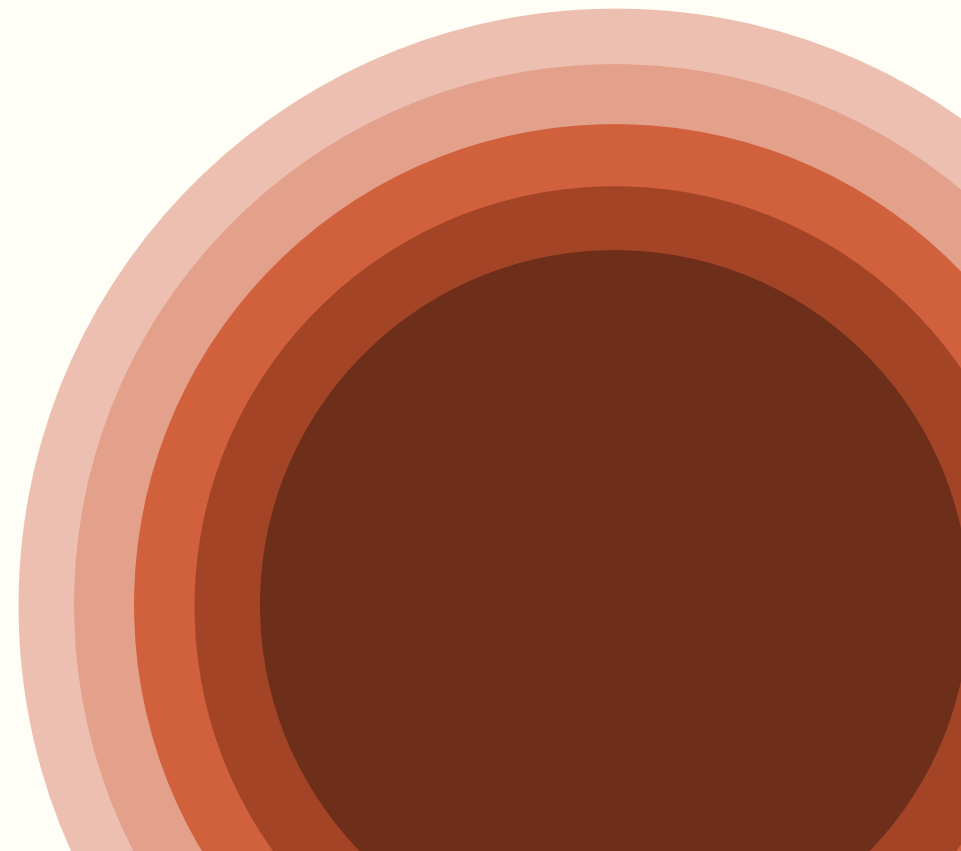
Eligible people apply to Safe at Home with the help of application assistants.

Application assistants voluntarily partner with Safe at Home.

They assist with:

- Resources
- Safety planning
- Determining eligibility and effectiveness

A list of our Community Based partners can be found on our website, by clicking the "Enroll in Safe at Home" tab.



When Safe at Home receives an application:



OFFICE OF THE MINNESOTA
SECRETARY OF STATE

By law all public and private entities must use this address for all records related to the program participant named below.

LOT #
PO BOX 17370
SAINT PAUL MN 55117-0370

DOB:
PROGRAM EXPIRATION:

Safe at Home
Minnesota's Address Confidentiality Services
651-201-1399

1

Reach Out

We call the applicant and have a lengthy intake call.

2

Certify

We enroll the person. This is also referred to as "certify."

3

Mail

We send each household a participant & resource handbook.

4

Participation Card

Every participant is given a Safe at Home card after certification.

Status Changes

Withdrawal

Participants can withdraw at any time. This is done through the Safe at Home office.



Cancellation

There are a few reasons a participant can be canceled from Safe at Home.

Common reasons:

- Safe at Home received undeliverable mail for the household.
- They moved and did not update our office.
- They changed their name or phone number and did not update our office.

Privacy & Security

Aside from a participant's name and assigned Safe at Home address, Safe at Home data is classified as private or nonpublic under Minnesota law.

All private data is kept on a secure network & inaccessible outside of our office.



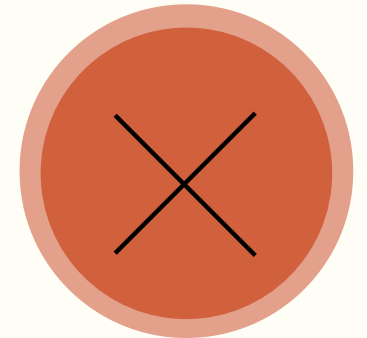
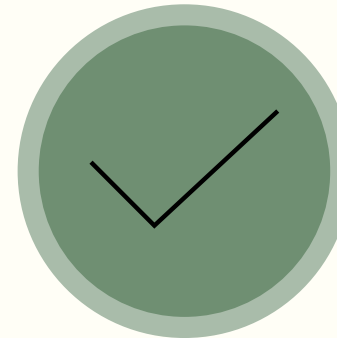
Verification of Participation

Safe at Home can verify participation if given a potential participant's:

full name and lot number

or

full name and date of birth



Safe at Home can only verify participation and provide a participant's lot number. Safe at Home cannot provide any other information



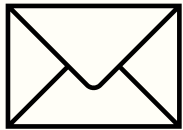
The Mail Process

Address & Mail



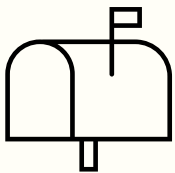
“Public” Address

The Safe at Home address becomes the participant’s public address.



PO Box

If a participant is using Safe at Home effectively, all their mail goes to the Safe at Home PO Box.



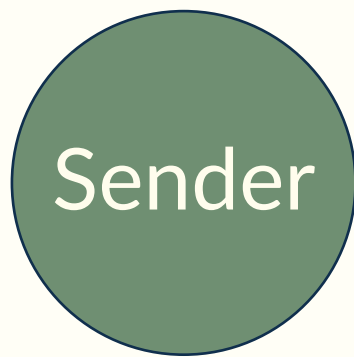
Mail Forwarding

No mail goes directly to the participants home, unless it’s forwarded by our office.

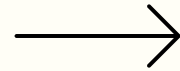


Mail Process

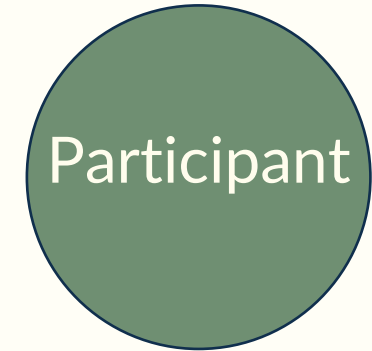
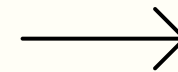
Safe at Home is required to forward a participant's First-Class Mail, which comes through our office and is sent back out again through the USPS mail stream. Safe at Home forwards nearly one million pieces of mail annually.



The sender will mail their correspondence to the Safe at Home PO Box with a Lot Number.



Safe at Home sorts and re-sends mail to all participants from the Safe at Home office.



A participant receives all their mail in a sealed envelope.

Mail Processing

Mail is received daily and processed by the Safe at Home staff. Being “processed” means verifying participant information on their mail before forwarding it to them.

Sorting

Safe at Home staff pick up the mail and separate it according to Lot Number.



What Stays?

First Class Mail stays. Standard mail, periodicals, “junk” mail is removed. Packages are not forwarded, with some exceptions.

Exception #1

Packages from a federal, state, or county government agency.



Exception #2

Non-Refrigerated Pharmaceuticals (by written request).



Sending Mail to a Safe at Home Participant

If you know a person is a Safe at Home participant, you are required by law to send mail to them at their assigned Safe at Home address, even if you know the participant's true address.

This is the proper format of a complete Safe at Home address:



NAME
LOT ####
PO BOX 17370
SAINT PAUL MN 55117-0370



**What do you really
need to know?**

Service of Process & Court

**Court
Documents
will be
received by
Safe at Home**

Service of Process

The Office of the Minnesota Secretary of State is a participant's agent to receive mail and service of process.

We accept via mail or personal service.

Court

Courts must accept a participant's Safe at Home address.

Evictions

- Safe at Home is still the receiving agent for service of process to the participant.
- A complaint and summons is not invalid if it lacks the full name and DOB of the tenant.

Notice to Public Housing Form

When a participant provides a Notice to Public Housing Form the recipient is prohibited from sharing the participant's name in conjunction with their location information, and they must keep it private.

- Disclosing a participant's name with location data without their written consent is strictly prohibited.
- If a government entity makes a prohibited disclosure, it is a violation of the MGDPA and a violation of that carries criminal and civil penalties.

Notice to Private Housing Form

When a participant provides a Notice to Private Housing Form the recipient is prohibited from sharing the participant's name in conjunction with their location information, and they must keep it private.

- Disclosing a participant's name with location data without their written consent is strictly prohibited.
- If a private entity is in violation of this confidentiality, it is considered a misdemeanor.

Minnesota Statute 5B.10

The landlord shall not display, the program participant's name at an address.

A landlord may provide a program participant's name to a local government entity only in response to a request made in connection with an active investigation or inspection of an alleged health, building, or fire code violation, or a violation of a city ordinance allegedly committed by the program participant.

Key take aways

Theres several laws to consider, but here are the key items to remember.

- Landlords cannot disclose the name and address of the participant without written consent.
- The recipient of a Notice to Private or Public Housing Form are prohibited from displaying the participant's name anywhere on the premises, even when required by local ordinance. This includes mailboxes, tenant directories, and intercom/security system directories.
- Do not disclose the name of the participant to a local government unless in response to a specific request made in connection with an active investigation or inspection relating to an alleged fire code, health code, or local ordinance violation. Minn. Stat. 5B.10
- You must send all correspondence to the participant's Safe at Home address.

ANY
QUESTIONS



Contact Safe at Home



651-201-1399

safe.athome@state.mn.us

8:00am – 3:30pm
Monday - Friday

Monitored 8:00am – 4:30pm
Monday - Friday