

## **ACP PARTICIPANT AGREEMENT**

This page is a copy of the Participant Agreement that is included in the ACP application. **You may keep this page for your personal reference and/or records.**

I understand that, **if approved**:

1. The ACP is a mail-forwarding service, mail will go first to the ACP office and ACP staff will then forward it to the confidential mailing address that I provide to them.
2. The ACP does not forward magazines, packages, or presorted standard mail.
3. I may request that the ACP place a hold on my mail and that the program will only hold my mail for up to 30 days. If I do not contact the program to reinstate service once the 30 days expire, the mail will be returned to the sender.
4. The only circumstances under which the ACP will release my confidential street address and phone number is if a judge orders the program to do so, or if a law enforcement agency requests it (see 40-15-118, MCA). The information given to the ACP is confidential, but my participation in the ACP is not. ACP will verify that I am a program participant, and that the ACP substitute address is my legal mailing address.
5. There may be other families with the same or similar name as my own. I will ensure that the private mailbox number (PMB #) that the ACP assigns me is included on all my mail.
6. I must notify the ACP of any information change.  
E.g. Name change, address/contact information change, household member addition or removal.
7. If I file a change of address with the United States Postal Service, it may place my name and new address on a national database that is widely distributed and easily accessible.
8. The ACP will mail me an ACP card which includes a private mailbox number (PMB #).

I understand that my participation in the ACP **will be cancelled if**:

1. I request cancellation in writing or email [dojdciacp@mt.gov](mailto:dojdciacp@mt.gov) .
2. The ACP discovers that I *knowingly* provided false information on the ACP application.
3. I move from the address I have given to the ACP and do not notify the ACP in writing at least two days before I leave.
4. Mail forwarded to me is returned to the ACP as undeliverable, unclaimed, or refused.
5. I move permanently or temporarily out-of-state.
6. I obtain a new identity with no cross reference to my old identity.