



Address Confidentiality Program

Driver License – Other Transactions

2-21-2025



Revision History

Effective Date of SOP: 2/21/2025	SOP Number: SOP C.06
Functional Area Name: Driver License	Division Name: Other Transactions
Last Review Date: 2/6/2025	Last Reviewer: Jaclyn McDuffey, Chief Product & Experience Officer
Next Review Date: 2/6/2026	Next Reviewer: Regional Managers
Executive Approval Date: 2/21/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

The Address Confidentiality Program (ACP) requires Oklahoma government agencies to accept a substitute address for residents that are victims of domestic violence, sexual assault and stalking. These Standard Operating Procedures (SOP) outline how to process these transactions.

Purpose

The purpose of the SOP is to provide guidance to the processing of a substitute address to residents that are victims of domestic violence, sexual assault and stalking, including required documentation.

Policy Statement

These described procedures apply only to participants in the Address Confidentiality Program (ACP) with valid authorization cards issued by the State of Oklahoma, and who wish to provide a substitute address to SOK.

Compliance

See Appendix A for excerpt from Oklahoma statute.

22 O.S. § 60.14 – Address Confidentiality Program

Systems

n/a

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Driver License Examiner	Processes the transaction.



Procedures

The [Address Confidentiality Program \(ACP\)](#) requires Oklahoma government agencies to accept a substitute address for residents that are victims of domestic violence, sexual assault and stalking. This document outlines how to process these transactions.

Applicants interested in obtaining an ACP card can apply by calling or emailing the Oklahoma Attorney General. For additional information on how to apply for the program, refer to the Attorney General's [website](#).

Step 1: Document Verification

If a customer is protected under ACP and requests a credential with a substitute address, they should have an ACP card. On this card should be the address of a PO box—this will serve as the substitute address when processing the transaction. For an example of an Oklahoma ACP card, see **Appendix B**.

NOTE: ACP cards from other states are not accepted; the customer should file an ACP application with the Oklahoma Attorney General if they wish to have an Oklahoma credential issued with a substitute address.

Step 2: Processing the Transaction

After verifying that the ACP card is valid (issued in Oklahoma and not expired), the transaction will be processed as normal, but the substitute address (the PO box indicated on the customer's ACP card) will be used for both their Mailing and Residential address fields, with their **authorization number serving as the apartment/unit number**.

After the DL-10 is printed out, the examiner is to write at the top (next to the address field) the letters "ACP" along with their badge number.

As of January 2025, issued credentials for ACP participants last four years for U.S. citizens or permanent residents, and for the duration of the customer's immigration status for immigrants.

NOTE: As of the last approval date of this SOP, there is no SOK policy set in place concerning the duration of credentials for ACP participants (that are U.S. citizens or permanent residents). As of January 2025, SOK is following the previous policy under Department of Public Safety, with credentials lasting four years, rather than expiring at the same time as the ACP card.

Appendix

Appendix A: 22 O.S. §60.14

F. 1. A program participant may request that state and local agencies use the address designated by the Attorney General as the address of the participant. When creating a new public record, state and local agencies shall accept the address designated by the Attorney General as a substitute address for the program participant, unless the Attorney General has determined that:

- a. the agency has a bona fide statutory or administrative requirement for the use of the address which would otherwise be confidential under this section, and
- b. this address will be used only for those statutory and administrative purposes.

Appendix B: Address Confidentiality Program Card

