

**8290.0700 CHANGES IN PROGRAM PARTICIPANT INFORMATION.**

Subpart 1. **Notification of personal contact changes.** A program participant or applicant shall send signed, written notification of a change of mailing or actual address, telephone number, legal name, or permanent contact data to the secretary of state.

Subp. 2. **Addition of minor child.**

A. If a program participant sends signed, written notification to the secretary of state that the program participant is now responsible for an additional minor child, the secretary of state must certify the minor child as a program participant and issue a Safe at Home card. Certification of the minor child expires when the minor child no longer resides with the program participant or when the program participant no longer has legal guardianship.

B. If a minor child is a parent of an additional minor child, the additional minor child may be certified as a program participant with the written consent of both the original program participant and the minor child.

Subp. 3. **Notification of name changes.** If the legal name of a program participant changes, the program participant or applicant shall send signed, written notification to the secretary of state along with a copy of the court order or other formal documentation indicating the legal name change and the program participant's Safe at Home card or a statement that the program participant has misplaced the Safe at Home card. The program participant must also provide the secretary of state the new signature for the purpose of future changes according to this part. The secretary of state must send a Safe at Home card with the participant's new legal name to the participant within two business days of receiving notification under this subpart and conducting the verification required by subpart 4.

Subp. 4. **Signature verification.** Before making changes in information effective, the secretary of state must compare the signature of the program participant or applicant on the notification of the change with the signature on the original application, or on any other document on file with the secretary of state, and conclude that the signatures are from the same individual.

Subp. 5. **Change in identity.** On or before the effective date of a change in identity, a program participant or an applicant, if different, must withdraw from Safe at Home pursuant to part 8290.1000. The program participant or applicant may apply for recertification in Safe at Home under the new identity.

**Statutory Authority:** *MS s 5B.08*

**History:** *34 SR 819; 39 SR 1378; 50 SR 271*

**Published Electronically:** *September 29, 2025*