

B Legally Changed Identity Due To Violence Or Abuse

A participant may have legally changed their identity to protect themselves from violent or abusive circumstances.

These may include, but are not limited to, the following:

- Domestic violence
- Gang violence reprisal
- Participation in a witness protection program
- Other similar circumstances

When this occurs AND the participant is known to AZTECS under a former identity, complete the following:

- Inform the supervisor. Do not take any further actions on the case without supervisor approval. This includes the following:
Registering an application
AFIP enrollment
Changing any participant information in AZTECS
- Local office management must take reasonable actions to safeguard the participant's identity, which includes, but is not limited to, the following:
Securing the [case file\(g\)](#) in a [locked location](#).
Informing staff to refer any request for information about the participant's case from ANY source to the appropriate supervisor.
Elevating the situation to the [Policy Support Team](#) (PST) via e-mail by close of business on the day the information is discovered. The PST informs local office management of specific procedures required to process the case.