

The Address Confidentiality Program Act (§24-30-2101 et. seq., C.R.S.) provides the following language concerning service of process:

§ 24-30-2104(3)(a). Address confidentiality program – creation – substitute address – uses – service by mail – application assistance centers.

(3)(a) Notwithstanding any provision of law to the contrary, a program participant may be served by registered mail or by certified mail, return receipt requested, addressed to the participant at his or her substitute address with any process, notice, or demand required or permitted by law to be served on the program participant. Service is perfected under this subsection (4) at the earliest of:

(I) The date the program participant receives the process, notice, or demand; or

(II) Five days after the date shown on the return receipt if signed on behalf of the program participant.

(b) This subsection (4) does not prescribe the only means, or necessarily the required means, of serving a program participant in the state.

### Service of Legal Documents by First Class, Registered, or Certified Mail:

**Please clearly mark any envelopes containing documents to be served by mail with “Service of Process.”** This will ensure that the ACP can properly notify the participant of their legal obligations and record that service was received.

### Personal Service:

Personal service is accepted at the Address Confidentiality Program, located at:

1001 E 62nd Ave, Denver, CO 80216.

Tell the front desk that you are serving an ACP participant, and provide the participant's legal name and ACP apartment number. ACP staff will accept personal service if the program records reflect that a certified participant is enrolled with the same legal name and apartment number as the served documents.

<https://dcs.colorado.gov/acp>