



ACP

Address Confidentiality Program



Service of Process Information

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 mark the exterior of any envelopes containing documents to be served by mail with “Service of Process.” This will ensure proper record-keeping of service received.

Service of Process in Person:

If personal service is required, please serve the documents upon the program manager or an administrator for the Address Confidentiality Program at this address:

Department of Personnel & Administration
Division of Central Services
1001 East 62nd Avenue
Denver, CO 80216

Clearly mark the exterior of the envelope containing the documents “Service of Process” and include the participant’s name and address. Please contact the ACP in advance at (303) 866-2208 to ensure that someone will be available to accept the documents.

1001 East 62nd Avenue | Denver, Colorado 80216
(303) 866-2208 | Toll-free (888) 341-0002 | Fax: (303) 866-3946
Website: www.colorado.gov/acp | E-mail: acp@state.co.us

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