

PROOF OF SERVICE FORM

Directions: Complete this proof of service form when a Proof of Service by Personal Delivery is required. Retain a copy for your records.

Personal Delivery

On _____ (Date), I personally delivered the attached to _____
(Employee's Name) at _____ (Department Location).

Briefly explain the document(s) being hand delivered.

I declare that I am over the age of 18 years. I also declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on:

_____ (Date) at _____ (City/State)

Type or Printed Name

Signature