Proof of Service by
U.S. Mail

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| **Proof of Service Form** |
| Directions: Complete this proof of service form when a Proof of Service by U.S. Mail is required. Please be sure to retain a copy for your records. |
| **Delivery by U.S. Mail**On, enter date, I mailed the attached Proof of Service form by placing a true copy enclosed in a sealed envelope with postage fully prepaid in the United States mail to: |
| **Employee’s Name:** |   |
| **Mailing Address:** |   |
| **Briefly explain the document(s) being sent by U.S. Mail:** |   |
| **I declare that I am over the age of 18 years and not a party to this action. I also declare under penalty that the foregoing is true and correct and that this declaration was executed on:** |
|   |  |  |
| **Print Name** |  | **Signature** |
|   |  |   |
| **(Date)** | *at* |  **(City/State)** |