

### 3. Proof of Service Form

**Directions:** A copy of this form shall be appropriately filled out and attached when proof of service or statement of delivery or mailing is required. Use Part 1 and Part 3 for delivery by mail. Use Part 2 and Part 3 for personal delivery.

**Part 1: Delivery by U.S. Mail: Proof of Service by Mail**

I declare that I am over the age of eighteen years and not a party to this action.

My address is \_\_\_\_\_ . On \_\_\_\_\_ ,  
(date)

I served the attached \_\_\_\_\_ by placing  
(name of document)

a true copy enclosed in a sealed envelope with postage fully prepaid in the U.S. mail,  
addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part 2: Personal Delivery:**

I declare that on \_\_\_\_\_ , I personally delivered the attached  
(date)  
\_\_\_\_\_ to \_\_\_\_\_ ,  
(name of document) (name of recipient)  
at \_\_\_\_\_ .  
(location)

**Part 3:** I declare under penalty of perjury that the foregoing is true and correct and that  
this declaration was executed on \_\_\_\_\_ at  
(date)  
\_\_\_\_\_ .  
(city)

\_\_\_\_\_  
(type or print name) (signature)

This form is available on the web at [http://www2.ucsc.edu/staff\\_hr/compensation/forms/service.pdf](http://www2.ucsc.edu/staff_hr/compensation/forms/service.pdf)