

SAMPLE  
DECLARATION OF SERVICE

Case Name: Enter Complainant's Name

OAH No.: Enter OAH Case Number

I, (enter name of person serving document), declare as follows: I am over 18 years of age and am not a party to this action. I am employed by (enter name of employer). My business address is (enter business address). On (enter date served), I served a copy of the following document(s) in the action entitled above:

**(ENTER NAME OF DOCUMENT SERVED)**

to each of the person(s) named below at the addresses listed after each name by the following method(s):

[see attached service list or]

*Enter Name of Person Served*  
*Street address*  
*City, State and Zip*

*Enter Name of Person Served*  
*Street address*  
*City, State and Zip*

**United States Mail.** I enclosed the document(s) in a sealed envelope or package addressed to the person(s) at the address(es) listed above, and placed the envelope or package for collection and mailing in (enter city and state mailed from). On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope or package with postage fully prepaid [  by certified mail].

**United States Mail (Deposit).** I enclosed the document(s) in a sealed envelope or package addressed to the person(s) at the address(es) listed above and deposited the sealed envelope or package in (enter city and state mailed from), with the United States Postal Service, with postage fully prepaid [  by certified mail].

**Fax Transmission.** I personally transmitted the above-described document(s) to the person(s) at the fax number(s) listed above, from fax machine number (enter fax number), pursuant to Government Code section 11440.20 and California Code of Regulations, title 1, section 1008, subdivision (d). The fax transmission was reported as complete and without error. A copy of the transmission report showing the date and time of transmission, properly issued by the transmitting machine, is attached to this declaration of service.

**Overnight Delivery.** I enclosed the above-described document(s) in a sealed envelope or package addressed to the person(s) at the address(es) listed above, and placed the envelope or package with overnight delivery fees paid at an office or a location regularly utilized for collection and overnight delivery by an authorized overnight delivery courier.

