**CERTIFICATE OF SERVICE**

On Month \_\_\_\_\_, 2024, I mailed a presentment to:

|  |  |  |
| --- | --- | --- |
|  | CORPORATION / INSTITUTION NAME HERE  ATT’N: Any Person and Their Title (if necessary)  1234 THEIR ADDRESS ST.  CITY / TOWN, ST 12345 |  |

The papers are identified as:

1. Document Title 1
2. Document Title 2
3. …
4. …
5. …

The presentment was sent in a pre-paid envelope bearing Registered Mail # Registered Mail Num for Secured Party First-Middle: Last.

My mailing location is:

|  |  |
| --- | --- |
| ⎡c/o 1234 Your Address Street⎤  City / Town, Your State state Republic, usA  ⎣NON-DOMESTIC⎦ |  |

By:

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

As a witness, I am over the age of 18 and not a party to the transaction regarding the papers I mailed.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Witness # 1  \_\_\_\_\_\_Witness Name Here\_\_\_\_\_\_  Printed Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Witness # 2  \_\_\_\_\_\_Witness Name Here\_\_\_\_\_\_  Printed Name |

(Remove witness table above when you aren’t sending with witnesses.)