



# REQUEST FOR SERVICE

Civil Division | 970-874-2011

**INFORMATION FROM PERSON/BUSINESS REQUESTING SERVICE: ALL FIELDS MUST BE COMPLETED!**

Name of Individual requesting service: \_\_\_\_\_ DOB \_\_\_\_\_

Business Name: \_\_\_\_\_

**Mailing Address**

Street or PO Box \_\_\_\_\_

City/State/Zip code \_\_\_\_\_ Email: \_\_\_\_\_

Telephone number(s): Home/Work \_\_\_\_\_ Cell \_\_\_\_\_

Please send me an Email when service has been completed.  Please send me a Receipt via Email for my final total.  
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**INFORMATION ABOUT SERVICE PARTY**

**\*\* WE ONLY SERVE PROCESS IN DELTA COUNTY. IF YOU ARE ATTEMPTING TO SERVE SOMEONE IN ANOTHER COUNTY, PLEASE CONTACT THE SHERIFF'S OFFICE IN THAT COUNTY.\*\***

**PARTY 1 TO BE SERVED: \_\_\_\_\_ DOB: \_\_\_\_\_**

FULL LEGAL NAME IF KNOWN. INCLUDE ANY ALIAS/MAIDEN NAMES AS WELL.

Street Address: \_\_\_\_\_ **Physical Address Required –NO PO BOXES**

City: \_\_\_\_\_ Home/Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Place of Employment/Work Hours: \_\_\_\_\_

Description of Vehicles/Residence: \_\_\_\_\_

Best Time/Place to Serve: \_\_\_\_\_

**PARTY 2 TO BE SERVED: \_\_\_\_\_ DOB: \_\_\_\_\_**

FULL LEGAL NAME IF KNOWN. INCLUDE ANY ALIAS/MAIDEN NAMES AS WELL.

Street Address: \_\_\_\_\_ **Physical Address Required –NO PO BOXES**

City: \_\_\_\_\_ Home/Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Place of Employment/Work Hours: \_\_\_\_\_

Description of Vehicles/Residence: \_\_\_\_\_

Best Time/Place to Serve: \_\_\_\_\_

**FEES:**

To view Civil Process Fee Schedule, please visit [DeltaCounty.com/Sheriff](http://DeltaCounty.com/Sheriff) and click on the "Civil Process" tab on the left.

**Payment for the type of service and mileage is due at the time of request. Mileage fees are in addition to our service fee and are charged on a daily attempt basis.** We will attempt three (3) times prior to returning process and you will be charged mileage for each daily service attempt. If service is not made, a non-found fee will be applied and any overage of fees paid will be refunded back to you.

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**Make checks payable to:**

**DELTA COUNTY SHERIFF'S OFFICE**

555 Palmer Street | PO Box 172 Delta, CO 81416 Phone (970) 874-2000 | Fax (970) 874-2027