

AFFIDAVIT/DECLARATION OF SERVICE BY MAIL

(For Adult Name Change)

Case Number: _____

Applicant's Current Full Legal Name:

Instructions: In order to grant your change of name application, you must provide the Court with proof that your certified or registered letter enclosing a copy of the application and the notice of hearing was actually delivered to your creditors and other interested parties, not simply that it was mailed to them. To provide that proof, take the following actions:

A. When you go to the U.S. Post Office to send your certified or registered letter, tell the postal clerk that you want to request a return receipt for that letter. The clerk will provide you with a green form (Postal Service Form 3811) to fill out and attach to the letter. That form will have a USPS Tracking Number in the upper left part of the side on which you print your names and address.

B. You can then use that Tracking Number to prove, in either one of the following two ways, that your letter was delivered to the creditor:

1. When the green return receipt (Form 3811) arrives in your mail, attach that form to your Affidavit/Declaration of Service, state in your Affidavit/Declaration that the receipt has the Tracking Number of the certified or registered letter you mailed to a particular creditor (give the creditor's name), and submit the Affidavit/ Declaration to the Court.

[OR]

2. If you have not received the green return receipt within two weeks of mailing the letter, you may go to the U.S. Postal Services website (www.usps.com), enter the Tracking Number, and be taken to a screen that will show whether the letter with that tracking number has been delivered. If delivery has occurred, take a screen shot of the page showing delivery of your letter, attach that screen shot to your Affidavit/Declaration of Service and state in the Affidavit/Declaration that the Tracking Number shown as delivered is the Tracking number of the certified or registered letter you mailed to a particular creditor (give the creditor's name). Then submit the Affidavit/Declaration to the Court.

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I, _____, Applicant/Applicant's counsel, being duly sworn, state that my address is _____.

I further swear that I served the order and notice of Final Hearing and the Application for Change of Name of an Adult on the person(s) named below by placing in an official depository of the United States Postal Service a copy of the Notice of Final Hearing and the Application to Change Name in an envelope, postage prepaid by certified or registered mail. I further swear that I have attached the return receipts from the person(s) listed below.

Name(s) of Person(s) Served	Address	Date Mailed / Date Delivered
_____	_____	_____/_____ /
_____	_____	_____/_____ /
_____	_____	_____/_____ /
_____	_____	_____/_____ /
_____	_____	_____/_____ /
_____	_____	_____/_____ /
_____	_____	_____/_____ /
_____	_____	_____/_____ /

Applicant's Signature: _____

Telephone Number: _____

OR

Applicant's Counsel's Signature: _____

Telephone Number: _____

I declare under penalty of perjury under the law of the District of Columbia that the foregoing is true and correct. Executed on this the _____ day of _____, 20____.

Affiant's Signature: _____