



Physical/Overnight address:

801 Capitol Way S
 Olympia, WA 98501-1226

Mailing address:

PO Box 40234
 Olympia, WA 98504-0234
 Tel: 360.725.0377
 sos.wa.gov/corps

**COVER SHEET
 FOR SERVICE OF PROCESS TO
 THE SECRETARY OF STATE'S OFFICE
 AS ATTORNEY-IN-FACT**

RCW 46.64.040

The below items are required to be provided to our office to be able to accept service.

- **Summons and Complaint.**
- **Either the plaintiff's affidavit of compliance OR affidavit of the plaintiff's attorney which states:**
 1. That the plaintiff and/or attorney has with due diligence attempted to serve personal process upon the defendant at all addresses known to him or her of defendant.
 2. The list of addresses at which he or she attempted to have process served.
- OR**
- 1. If process is forwarded by registered mail and defendant's endorsed receipt is received and entered as a part of the return of process then the foregoing affidavit of the plaintiff and/or plaintiff's attorney need only show that the defendant received personal delivery by mail.
- **Name of the defendant(s) to be served.**
- **The full last known addresses of the defendant(s) that are to be served.**

Defendant Name(s): _____

Additional names and/or addresses can be provided by attaching additional pages.

Attention: _____

Address: _____

City: _____

Zip: _____ State: _____

Attention: _____

Address: _____

City: _____

Zip: _____ State: _____

RETURN ADDRESS FOR CONFIRMATION OF SERVICE:

Attention: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Fee breakdown: \$50 per address; per marital community OR individual person.

Examples:

- 1) **\$50:** serving one marital community OR an individual at one address.
- 2) **\$100:** serving one marital community OR an individual at two addresses.
- 3) **\$200:** serving two separate marital communities OR two separate individuals at two different addresses.