

<b>HENNEPIN COUNTY SHERIFF'S OFFICE</b>  <b>Civil Service Information Worksheet</b>	CivilServe #
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**For Deputy Use Only:**

1ST SERVICE ATTEMPT		2ND SERVICE ATTEMPT		3RD SERVICE ATTEMPT	
Date / /	Time	Date / /	Time	Date / /	Time
Deputy	CivilServe Entry <input type="checkbox"/> Yes <input type="checkbox"/> No	Deputy	CivilServe Entry <input type="checkbox"/> Yes <input type="checkbox"/> No	Deputy	CivilServe Entry <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes		Notes		Notes	

PERSON/BUSINESS TO BE SERVED				
Last Name (or Company)		First Name		Middle Name
Date of Birth	Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native <input type="checkbox"/> Asian <input type="checkbox"/> Other			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address		Apt or Suite #	City	Zip Code
Phone # - Home		Phone # - Mobile		Phone # - Work
Alternate Address (Work Address)		Work Schedule, If Known		
Street Address		Apt or Suite #	City	Zip Code

SPECIAL INSTRUCTIONS
(Best day/time to attempt service -- Best method to contact -- Special Hazards/Caution Notes -- Other relevant information)

PERSON REQUESTING SERVICE			
Full Name		Company	
Street Address		Apt or Suite #	City
Phone # - Home		Phone # - Mobile	
		Phone # - Work	