

**YAVAPAI COUNTY**  
**Self-Service Center**

**INSTRUCTIONS: COMPLETING SERVICE DOCUMENTS**

**ACCEPTANCE OF SERVICE**

- ✓ Complete the upper part of the form by checking appropriate boxes and filling in case number.
- ✓ List the names of the documents you are giving to the interested parties.
- ✓ This would include completed copies of the:   PETITION  
  DISCLOSURE AFFIDAVIT  
  NOTICE OF HEARING  
**and** blank copies of the CONSENT OF PARENT and its instructions (one set for each parent)  
**and** blank copies of the WAIVER OF NOTICE and its instructions (one set for each of the other interested parties). **DO NOT MARK ANY BOXES BESIDE THE NAMES OF THE DOCUMENTS.**
- ✓ Meet with the interested party in front of a Notary Public and the documents and the Acceptance of Service. The interested party should sign the Acceptance of Service in front of the Notary.
- ✓ File the original Acceptance of Service with the Clerk of Court.

**AFFIDAVIT OF SERVICE BY REGISTERED/CERTIFIED MAIL**

- ✓ Complete the upper part of the form: your name, etc.; case number; mark appropriate boxes.
- ✓ List the names of the documents you are sending to the interested parties.  
This would include completed copies of the:   PETITION  
  DISCLOSURE AFFIDAVIT  
  NOTICE OF HEARING  
**and** blank copies of the CONSENT OF PARENT and its instructions (one set for each parent)  
**and** blank copies of the WAIVER OF NOTICE and its instructions (one set for each of the other interested parties).
- ✓ Mail the documents by Certified or Registered Mail, return receipt requested, **RESTRICTED DELIVERY**. This means only the interested party can sign for the document.
- ✓ **DO NOT SIGN THIS FORM UNTIL YOU RECEIVE GREEN CARD(S) FROM THE POST OFFICE.**
- ✓ Sign in front of a Notary Public.
- ✓ File original Affidavit of Service by Registered/Certified Mail with green cards attached, with the Clerk of the Court.

**AFFIDAVIT OF UNKNOWN RESIDENCE: to be completed if publication is used to give legal notice**

- ✓ Complete the upper part of the form.
- ✓ Describe, in detail, the steps you took to try to find interested parties.
- ✓ Sign in front of a Notary Public
- ✓ File the original Affidavit with the Clerk of Court. You do not have to wait until publication is complete to file the Affidavit.

**GO ON TO: Proving You Notified All Interested Parties**