



Douglas County



# SHERIFF

*"A Tradition of Service"*

Daniel J. Coverley  
SHERIFF

## LETTER OF INSTRUCTION TO SHERIFF

Douglas County Sheriff's Office  
1038 Buckeye Road/P. O. Box 218  
Minden, NV 89423  
775-782-9940

**Requirements for Service: One (1) original document/packet, two (2) complete copies, a completed service application and a Self-addressed and Stamped returned envelope.**

**Person Requesting Service:**

Date: \_\_\_\_\_

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

Case # (if applicable): \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Person(s) to be served:**

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

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of document(s) to be served: \_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_

Personal Information about person to be served if applicable:

Date of Birth: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Scars, Marks, and Tattoos: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Employer: \_\_\_\_\_

Phone # \_\_\_\_\_

FOR OFFICE USE ONLY: Service Fees: \_\_\_\_\_ Mileage fees: \_\_\_\_\_ Total Paid: \_\_\_\_\_

- **The Proof of Service or Non-Service will be returned with the original documents to the requesting party in their provided self-addressed stamped envelope.**