

APPENDIX

Model form

as referred to in Articles 3,8 and 9 of the Convention

REQUEST FOR SERVICE ¹

EUROPEAN CONVENTION OF THE SERVICE ABROAD OF DOCUMENTS
RELATING TO ADMINISTRATIVE MATTERS (ETS No. 94)

1. REQUESTING AUTHORITY
- FUNCTIONS:
- ADDRESS:
- Done at
2. RECEIVING CENTRAL AUTHORITY
- ADDRESS:
3. REF. of the requesting authority:
4. SUBJECT OF THE REQUEST: Service abroad of a document in an administrative matter
(document enclosed in duplicate)
5. CONTENTS OF DOCUMENT:.....
.....
.....
6. ADDRESSEE OF THE DOCUMENT
- A. NAME (in capitals) and forenames:
- B. Where applicable, further details for identification of the addressee:
- C. ADDRESS:
- No. Street
- Locality:
- Canton–County–Province–State:
- D. COUNTRY:
7. SERVICE REQUESTED:
- A. ☐ in accordance with the methods prescribed by internal law of the requested State
(Article 6, paragraph 1, sub-paragraph a).
- B. ☐ in accordance with the following particular method (Article 6, paragraph 1,
sub-paragraph b) (translation of the document):
- C. ☐ by delivery to the addressee if he accepts it voluntarily (Article 6, paragraph 2).

The receiving central authority is requested to return or arrange to have returned to the requesting authority a copy of the document - and the appendices - with the CERTIFICATE as shown on the reverse side.

Signature and/or stamp

¹ This form must be drawn up in duplicate, one being the original, the other the copy (Article 3 of the Convention).

Form to be returned

8. REQUESTING AUTHORITY:

ADDRESS:

.....

CERTIFICATE

The undersigned authority has the honour to certify:

9. THAT THE REQUEST HAS BEEN COMPLIED WITH

On (date)

At (place, street, number)

By the following method:

A. ☐ in accordance with the methods prescribed by internal law of the requested State (Article 6, paragraph 1, sub-paragraph a)

B. ☐ in accordance with the following particular method (Article 6, paragraph 1, sub-paragraph b):

C. ☐ by delivery to the addressee if he accepts it voluntarily (Article 6, paragraph 2)

The documents referred to in the request have been delivered to (identity of person and, where applicable, relationship to the addressee – family, business, or other):

.....
.....
.....

10. ☐ THAT THE REQUEST HAS NOT BEEN COMPLIED WITH for the following reasons:

11. APPENDICES

A. ☐ statement of costs

B. ☐ documents establishing the service

C. ☐ documents returned

12. REQUESTED AUTHORITY

name of service and department

Done at

Signature and/or stamp