

LIA Security and Investigations, LLC.
PO Box 22136
Alexandria, VA 22304
Phone:(703) 717-9110
Fax: (703) 562-8418

Process Service Request Form

Client Information

Company/Firm:	Requested by:
Address:	Phone #:
Address:	Fax #:
City:	Email Address:
State/Zip:	Reference #:

Type of Service Requested:

Routine Service Rush Service Hostile Specific Date: _____
 Personal Service Only Substitute Service Ok

Documents to be Served: _____

Hearing Date:	Court:
	Case Number:

Special Instructions: _____

Person Being Served: *(use separate form for additional person)*

Name:	Alternate Information
	Type of Address:
Address:	Address:
Address:	Address:
City:	City:
State/Zip:	State/Zip:

Description of Person Being Served:

Physical Information: Ht: _____; Wt: _____; Hair: _____; Eyes: _____; Sex: _____;
Ethnicity: _____; Photo Available: _____

Vehicle Information: Year: _____; Make: _____; Model: _____; Color: _____

Fax completed form to: (703) 562-8418 – or – e-mail to: process.service@liainvestigations.com