

Name _____
(Plaintiff's name and address)

Address _____

Date _____

Department of Defense
Manpower Data Center
DOD Center Monterey Bay
400 Gigling Road
Seaside, CA 93955-6771

RE: Request for a Certificate of Military Service or Non-Service

RE: _____ Docket No. FM _____
(Caption/title of case) (Docket number of complaint)

Dear Madam/Sir:

Please be advised that I have filed a complaint for _____ against
(Divorce/dissolution)

_____. The two objects of this inquiry are
(Defendant's name)

(1) to obtain a certificate of military service or non-service and (2) to give notice to

_____ of the fact that I have filed
(Defendant's name)

a complaint for _____ against _____ in order that _____ might
(Divorce/dissolution) (Him/her) (He/she)

appear or answer and defend this complaint.

Please return to me a certificate along with any address that you might have,
regardless of whether it is expired. I enclose a self-addressed, stamped envelope for this
purpose. Thank you for your consideration of this request.

Very truly yours,

(Plaintiff's signature)