

Instructions

Affidavit of Personal Service (Form F15)

This form is used to prove in court that court documents have been personally delivered, by someone other than the parties involved, to the person they're intended for (according to the rules of court). **It needs to be filled out by the person who delivered the documents.** See [Serve Supreme Court documents by personal service](#).

If you fill this out on-screen, use the **Tab** key to jump from grey field to grey field. This will ensure dates are formatted correctly. If you print a blank form and require more space:

- Open the Word form to add more space on-screen. Put the cursor in a grey box and press **enter/return** to create a new blank line, and print the form again.
- Or write "See attached" on the form and attach a page with the additional text.

Form F15 (Rule 6-6(1))

Court File No.: []
Court Registry: []

In the Supreme Court of British Columbia

role : []
role : []

AFFIDAVIT OF PERSONAL SERVICE

I, [full legal name], of [address],
[occupation], SWEAR (OR AFFIRM) THAT:

1. On [dd/Mmm/yyyy], at [time], I served [full legal name] with the [type of document] in this family law case, a copy of which is attached to this affidavit and marked as **Exhibit A**, by handing it to and leaving it with that person at [city, country].

2. I know the person served because [] [OR]
2. I know the person served because [] and attached to this affidavit and marked as **Exhibit []** is a photograph that is a true likeness of the person I served. [OR]
2. I do not know the person served and

The **court file no., court registry, roles, and names** should be the same as what's on the documents you're serving.

If you served Form F3 (notice of family claim) or F5 (counterclaim), you'd put "**Claimant:**" and "**Respondent:**".

Information about you, the person who served the documents. Occupation = job title.

dd/Mmm/yyyy = 01/Jan/2013

Time: You can approximate the time, e.g., "about 7:45 p.m."

Type of document: notice of family claim, petition, etc.

Did you serve a notice of family claim (F3) or counterclaim (F5) in which the person who filled out the form is applying for a divorce? If so, check off one of these three boxes.

Exhibit A if you served just one document. If more than one: "Exhibits A and B," "Exhibits A, B, and C," etc.

Explain why you could recognize this person. E.g., "he is my brother-in-law"; "I have known him for 10 years." This first option is if you know the person well.

The second option is if you don't know him or her very well—"she is an acquaintance"; "she was pointed out to me at a party I attended a year ago

Exhibit B if this is the second exhibit, **C** if it's the third, etc.

Check off either box.
Check off the **second box**
if the person you served
didn't produce photo ID.

the person I served produced the following identification containing a
photograph that was a true likeness of the person I served:

attached to this affidavit and marked as **Exhibit []** is a photograph
that is a true likeness of the person I served.

Form of ID—e.g. BC
driver's licence no. 123

Exhibit **B** if this is the
second exhibit, **C** if it's the
third, etc..

Filled out by the person
swearing your documents.
See [Who can swear an
affidavit?](#)

dd/Mmm/yyyy =
01/Jan/2013

SWORN (OR AFFIRMED))
BEFORE ME)
at town or city,)
British Columbia,)
on dd/Mmm/yyyy)
)
_____) _____
A commissioner for taking affidavits for)
British Columbia)
)
_____) _____
[print name or affix stamp of commissioner])
)
)

The notary, lawyer, or
commissioner will get you
to sign here in front of him
or her (do not sign until
then).