

	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	09 – Support Enforcement Services (SES)			
	<b>Part No./Name</b>	M. Military			
	<b>Section No./Name</b>	M-400 Service of Process			
	<b>Document No./Name</b>	M-420 Service of Process in Overseas Locations			
	<b>Dates</b>	<b>Issue</b>	May 1, 2008	<b>Effective</b>	May 1, 2008

Serve by certified U.S. mail. APO (Army Post Office) and FPO (Federal Post Office) are U.S. mail. Military postal clerks sometimes neglect to send the return receipt back. If a response is not received in a reasonable time:

- prepare a second set of documents and place them in an envelope addressed to the military NCP, with the return receipt affixed and postage paid,
- place this envelope inside a larger envelope and address the outside envelope to the military postal officer for the APO where the military NCP is located,
- include a note explaining your unsuccessful effort to get a return receipt and ask that proper postal procedures be followed to deliver the enclosed letter and return the receipt.

An alternative method is to use the [Hague Convention on Service Abroad of Judicial and Extrajudicial Documents](#), TIAS 6638, 20 UST 361, 15 Nov 65. Text is in Martindale-Hubbell Law Directory, Vol. VIII, and the appendix to Federal Rule of Civil Procedure 4 in West's U.S. Code Annotated.

The attorney for the plaintiff fills out a request on Form [USM 94](#), Request For Service Abroad of Judicial or Extrajudicial Documents, available from the U.S. Marshall's Office, and mails it with documents to the foreign nation's "Central Authority", except for Israel and Great Britain; for these countries, the court clerk must mail the documents. Addresses and other information are available in U.S.C.A. and from the Department of Justice Office of Foreign Litigation in Washington D.C. at (202) 514-7455 or the [U.S. Department of State, Office of Overseas Citizens](#) at (202) 647-5225. Some countries require the documents to be translated.

For problems and information on nonsignatory nations (countries where reciprocity is not established), consult the Office of Citizens' Consular Services, (202) 647-3444.

As an alternative to this procedure, file UIFSA proceedings with the foreign country, if reciprocity has been established. Refer to the on-line [\\* Intergovernmental \\*\\* Referral Guide](#) for addresses of other countries. For personnel aboard ships outside U. S. waters, serve by mail (FPO) or request voluntary service through the commander; or, as a last resort, arrange for service through foreign nation authorities when the ship reaches port. Ports and dates of arrival or departure may not be available for security reasons. Contact the commander and refer to the military support regulation to try to get support started.