



**RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY**

**Division of Sheriffs**

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Colonel Darnell S. Weaver  
Director, Department of Public Safety  
Superintendent, Rhode Island State Police

Chief David M. DeCesare  
Sheriff  
Rhode Island Division of Sheriffs

**CIVIL PROCESS-INFORMATION SHEET**

**PLEASE PRINT CLEARLY**

**ALL INFORMATION PROVIDED REMAINS CONFIDENTIAL**

**PERSON FILING:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ **FLOOR & APT. #** \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME # \_\_\_\_\_ CELL # \_\_\_\_\_ WORK # \_\_\_\_\_

**PERSON BEING SERVED**

**PERSON BEING SERVED:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ **FLOOR & APT. #** \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME # \_\_\_\_\_ CELL # \_\_\_\_\_ WORK # \_\_\_\_\_

**PLACE OF EMPLOYMENT:** **(PERSON BEING SERVED)**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYS WORKED: \_\_\_\_\_ HOURS WORKED: \_\_\_\_\_

**DESCRIPTION:**

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ AGE: \_\_\_\_\_ HAIR: \_\_\_\_\_ RACE: \_\_\_\_\_

**BEARD:** yes / no **MUSTACHE:** yes / no **GLASSES:** yes / no **VISIBLE TATOO:** \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ PLATE #: \_\_\_\_\_

**ANY ADDITIONAL COMMENTS OR REMARKS:**