



Commonwealth of the Northern Mariana Islands

Department of Labor

Administrative Hearing Office

Building # 1357 Capitol Hill, Caller Box 10007, Saipan MP 96950

Telephone No.: (670) 664-3195; Fax No. (670) 664-3194

www.marianaslabor.net

hearing@dol.gov.mp

Party Information for Service of Process

Employers and employees are responsible for keeping contact information in the Department's records up to date and accurate. NMIAC § 80-20.1-475. When available, the Department uses compliance documents and business records to determine where service can be executed. However, said information and records are not always complete. Accordingly, after a complaint is filed, parties are requested to indicate where future service can be executed below:

1. Full Legal Name or Business Name
2. Name of Designated Agent for Process or other Authorized Representative (if any)
3. Mailing Address in the CNMI
4. Physical Address/location (you may provide a map or drawing on the backside)
5. Preferred Telephone Number(s)
6. Preferred e-mail address for alternative service
7. Attorney Name/Office and Contact Information, if any

Please indicate:

I give consent and permission to the Department of Labor to use the above-stated contact information for all matters before the Administrative Hearing Office, until or unless otherwise notified in writing.

I give consent and permission to the Department of Labor to use the above-stated contact information for matters related to the following case number(s): _____.

Submitted By (Print and Sign)

Date