

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
CERTIFICATE OF SERVICE

Employer Name:

Service on the Employer

I hereby certify that on _____ (date) a copy of the petition involving the Employer named above, a Statement of Position (Form NLRB-505), and a Description of Procedures (Form NLRB-4812) were served on the Employer by: (check whichever is applicable)

- email to the address shown on the petition.
- facsimile (with the permission of the Employer) to the facsimile number shown on the petition.
- overnight mail to the mailing address shown on the petition.
- hand-delivery to _____ (name of Employer's representative) at the following address:

Service on the Other Party Named in the Petition

I hereby certify that on _____ (date) a copy of the petition involving the Employer named above, a Statement of Position (Form NLRB-505), and a Description of Procedures (Form NLRB-4812) were also served on _____ (name of party or parties) by: (check whichever is applicable)

- email to the address shown on the petition.
- facsimile (with the permission of the party) to the facsimile number shown on the petition.
- overnight mail to the mailing address shown on the petition.
- hand-delivery to _____ (name of party's representative) at the following address:

Service on the Other Party Named in the Petition

I hereby certify that on _____ (date) a copy of the petition involving the Employer named above, a Statement of Position (Form NLRB-505), and a Description of Procedures (Form NLRB-4812) were also served on _____ (name of party or parties) by: (check whichever is applicable)

- email to the address shown on the petition.
- facsimile (with the permission of the party) to the facsimile number shown on the petition.
- overnight mail to the mailing address shown on the petition.
- hand-delivery to _____ (name of party's representative) at the following address:

Signature

Name and Title

Date

PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq; and 29 CFR 102.5(c). The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register at [89 FR 24869 \(April 9, 2024\)](#). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary. However, failure to supply the information may cause the NLRB to delay processing the representation case.