Individual Service Verification Form
Instructions for Fillable PDF

Please follow the directions provided below. If you have any questions or concerns, contact the institute at TheInstitute@udmercy.edu with a detailed description.

1. Download Adobe Acrobat Reader. If you have Adobe Acrobat Reader already installed, be sure it is the 2017 version.
2. Create sign-in
3. Access the University website (udmercy.edu)
4. In the "Search Box" type in Institute
5. Choose the first option- The Institute for Leadership and Service
6. Find and select "Emerging Leaders Program" in the drop-down menu labeled "In this Section" in the top menu bar.
7. Download/Open the Fillable PDF Version of the "Service Verification Form" from the ILS Service Learning webpage or the Emerging Leaders webpage.
8. Use Adobe Acrobat Reader to open this form. Note: Some browsers will open this PDF version in a "View" mode. To continue with these directions you need to open with Adobe. To do this, you need to find the Adobe command bar, which includes the print and save options. This bar is often hidden. You need to move your cursor around on the page to find this. When you do, click on the far right button which looks like a stylized script A (for Adobe.) This will open the document in Adobe.
9. Once open in Adobe, find the option "Fill & Sign" on the right hand column of Adobe Acrobat Reader (It is in purple with a pencil icon next to it)
10. The "Fill & Sign" function allows you to fill out your part of the Service Verification Form. When you need to "Check all that apply" choose the "✓" found near the top.
11. When you reach the bottom, you will recognize that this form requires a signature and contact information from a representative of the agency that you served at. Please leave this part blank.
12. Click "Save As" in your Adobe Acrobat Reader and save it as a PDF. The file should read "Individual Service Verification Form" and your full name.
(e.g. Individual Service Verification Form- Kathleen Zimmerman-Oster).
14. Next, send this attachment in an email to the agency representative and in the body of your email, enclose these directions: Let them know that when they open your file, they will see all the information that you inputted, and that you need them to provide their initials, their full name, their contact information, and their signature. To do this, they will have to make sure that "Fill & Sign" is clicked on the right hand side, and then they will have to choose "Sign" (found

near the top in gray with a pencil icon beside it) and electronically sign the document. Please inform them that once they are satisfied with the signature they have provided, Adobe will save this signature for future use.

15. Once they have filled out the bottom portion of the form, please have the agency representative send the form to the Institute of Leadership and Service at the TheInstitute@udmercy.edu.