



**PRIVATE PROCESS SERVER CERTIFICATION  
RENEWAL APPLICATION FORM**

**Any willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for refusing to issue or renew a certificate or for revoking or suspending a certificate.**

**Instructions:**

1. Application must be printed in black ink or typed.
2. Complete **ALL SECTIONS** of this application and fulfill all other requirements mentioned in the instructions. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
3. Submit the completed application and application fee to: Clerk of the Superior Court, Attn: Private Process Server Certification Program in the county of your residence.

**Section I.**

**Applicant Information**

Legal Last Name:		Legal First Name		MI:
Mailing Address:		City:	State:	Zip:
Physical Address, if different (may not be a P.O. Box):		City:	State:	Zip:
Telephone Number:	Fax Number:		Cell Number:	
Email Address (Leave blank if not applicable):				
Date of Birth:	Social Security Number:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Name, as you wish it to appear on certification and identification card:				

**Section II.**

***If you answer “Yes” to any of the following questions, indicate the date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number (attach additional sheet if necessary).***

***SINCE YOU LAST RENEWED YOUR CERTIFICATE OR RECEIVED YOUR INITIAL CERTIFICATION:***

<p><b>Have you</b> committed material misrepresentation, omission, fraud, dishonesty, or corruption in applying for a certificate or on a certificate examination in this state or any other state?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> had conduct showing incompetence or a source of injury and loss to the public?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> been convicted by final judgment of a felony, regardless of whether civil rights have been restored? <b><i>(The fact you entered into a plea bargain or pled “no contest” or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question no. You must answer yes and provide details of the offense and explain. Do not answer yes if you have only minor civil traffic violations.)</i></b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored? <b><i>(The fact you entered into a plea bargain or pled “no contest” or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question no. You must answer yes and provide details of the offense and explain. Do not answer yes if you have only minor civil traffic violations.)</i></b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> had a professional or occupational license or certificate denied, revoked, suspended or any disciplinary action taken?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> had a professional or occupational license or certificate censured, placed on probation, or any disciplinary action taken?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Have you</b> been terminated, suspended, place on probation, or other disciplinary action taken in past or present employment?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

<b>Have you</b> been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you</b> violated any decision, order, or rule issued by a professional regulatory entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you</b> violated any order of a court, judicial officer, or administrative tribunal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you</b> made a false or misleading statement or verification in support of an application for a certificate filed by another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you</b> made a false or misleading oral or written statement to court staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you</b> failed to disclose information on a certification application subsequently revealed through a background check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you</b> failed to respond or furnish information to court staff when the information is legally requested and is in your control or is reasonably available to you and pertains to certification or investigative inquiries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been a party to or claimed an interest in any civil proceedings ( <b>including but not limited to</b> orders of protection, dissolution of marriage/family matters, bankruptcy, law suits, debt collection, etc.)? If so, provide the details, including the case name and number, a copy of the original complaint, and a copy of the final disposition with your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you</b> currently on probation or parole or named in an outstanding arrest warrant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION III.

#### Current Employer Information

Will you be self-employed?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, name of employer:					
Work Address:		City:	State:	Zip:	
Telephone Number:			Fax Number:		
Email Address:					

List other occupational or professional certificates or licenses issued by any federal, state or county government.


*By checking this box I agree to the following:*

*I certify under penalty of perjury that all information contained in my application, including all supporting documents, is true and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or failures to disclose (omissions) made in this application may be grounds for denial of certification, subsequent suspension or revocation of certification or other disciplinary action deemed appropriate by the Board.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

**Section IV:**

**Authorization, Release, Oath and Affirmation**

Having filed this application, I hereby consent to having an investigation made of my moral character, professional reputation, and fitness for process server certification. I agree to give any further information which may be required in reference to my past or current record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, records, and other information including documents, records, charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, to permit the Private Process Server Program, or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I release, discharge, and exonerate the Private Process Server Program, the Clerk of the Superior Court, all agents and representatives, the Presiding Judge of the Superior Court or designee, the State of Arizona, and any person furnishing information pursuant to this Authorization and Release from all liability which may arise from the investigation made by the Private Process Server Program, the Presiding Judge or designee, the Clerk of the Superior Court, all agents and representatives.

I understand willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for refusing to issue or renew a certificate or for revoking a certificate.

Pursuant to Rule 4(e), Arizona Rules of Procedure, “. . . I will well and faithfully serve process in accordance with the law. . .”. I understand that as a certified process server, I must be available to testify and that providing testimony regarding the service of process is a common and inherent duty of a certified process server.

Being duly sworn and under oath or affirmation, I acknowledge that I have read this application form and that all statements are true and complete to the best of my knowledge and belief and that my Authorization and Release are freely given.

I have received a copy of Arizona Code of Judicial Administration § 7-204, governing private process servers, as adopted by the Arizona Supreme Court.

State of: \_\_\_\_\_ County of: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Notary Commission Expires