



42 Broadway
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New York, NY 10004

Dial 311
(212-NEW-YORK)

nyc.gov/consumers

PROCESS SERVING AGENCY ELECTRONIC DEVICE CERTIFICATION

Process Serving Agency Name:	
Process Serving Agency's DCA License Number (if applicable):	
Business Address:	

I affirm the following:

1. I am authorized to complete and submit this certification on behalf of the Process Serving Agency named above.
2. I have read section 20-410 of the New York City Administrative Code and section 2-233b of Title 6 of the Rules of the City of New York (6 RCNY).
3. The Process Serving Agency has entered into a contract with the independent third party below to provide the device and services required by 6 RCNY section 2-233b.

Contractor Name:	
Contractor Address:	
Account Number	

The Process Serving Agency will submit an amended certification within two days of entering a contract with a different contractor.

4. The Process Serving Agency will provide individuals who serve process with the required electronic device to record service.

More



Please select the statement that describes the Process Serving Agency:

- The Agency will provide the device and services to all of the Process Server Individuals listed on the Roster of Process Servers.
- The Agency will provide the device and services only to Process Server Individuals listed as exclusive employees on the Roster of Process Servers.
- The Agency will provide the device and services to the following Process Server Individuals. Attach additional papers as necessary.

Process Server Individual Name	DCA License Number

5. I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Print Name

Title (if any)

Date