



DEPARTMENT OF CONSUMER AND WORKER PROTECTION (DCWP) LICENSING CENTER 42 Broadway, Lobby New York, NY 10004

By Appointment Only Hours: Monday-Thursday: 8 a.m. – 4 p.m. Last appointment: 3:30 p.m.

NYC SMALL BUSINESS SUPPORT CENTER 90-27 Sutphin Blvd, 4th Floor Jamaica, NY 11435

By Appointment Only Hours: Tuesday-Thursday: 8 a.m. – 4 p.m. Last appointment: 3:30 p.m.

PROCESS SERVING AGENCY COMPLIANCE PLAN AFFIRMATION

Process Serving Agency Name:	
Process Serving Agency DCWP License Number (if applicable):	
Business Address:	

I affirm the following:

- I am the owner (e.g., sole proprietor, general partner, corporate officer, principal, director, member, and/or shareholder owning 10% or more of company stock), and I am authorized to complete and submit this affirmation on behalf of the Process Serving Agency named above.
- The Process Serving Agency named above has adopted a written Compliance Plan to ensure that each individual serving process on behalf of the Agency acts with integrity and honesty and complies with the recordkeeping requirements applicable to process servers.
- I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Print Name

Print Position/Title, if any

Date