



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 GPS SERVICES AFFIRMATION

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

Instructions: Sign either Affirmation 1 (front) or Affirmation 2 (back), but NOT both.

Affirmation 1

I affirm the following:

1. I am the owner (e.g., sole proprietor, general partner, director, corporate officer, 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.
2. I have read section 20-410 in subchapter 23 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 **NOT** entered into a contract with an independent third party to provide the services required by 6 RCNY section 2-233b to any of the process servers listed on its Roster of Process Servers.
4. If, during its licensure period, the Process Serving Agency enters into a contract with an independent third party to provide the services required by 6 RCNY section 2-233b to any of the process servers listed on its Roster of Process Servers, it will submit an amended affirmation to the Department within two days of entering such contract.

Signature

Print Name

Print Position/Title, if any

Date



**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.

Affirmation II

1. I am the owner (e.g., sole proprietor, general partner, director, corporate officer, 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 on the front.
2. I have read section 20-410 of subchapter 23 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 services required by 6 RCNY section 2-233b.

Contractor Name	
Contractor Address	
Contractor Phone Number	
Contractor Email	

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

Please select the statement that describes the Process Serving Agency:

- The Agency will provide the services required by 6 RCNY section 2-233b to all of the Process Server Individuals listed on its Roster of Process Servers.
- The Agency will provide the services required by 6 RCNY section 2-233b only to those Process Server Individuals listed as exclusive employees on its Roster of Process Servers.
- The Agency will provide the services required by 6 RCNY section 2-233b to the following Process Server Individuals. Attach additional papers as necessary.

Process Server Individual Name	DCWP License Number

Signature

Print Name

Print Position/Title, if any

Date