



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

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PROCESS SERVING AGENCY RECORDKEEPING CERTIFICATION

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

I affirm the following:

1. 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 certification on behalf of the Process Serving Agency named above.
2. I have read section 20-406.3 of the New York City Administrative Code and section 2-233 of Title 6 of the Rules of the City of New York (6 RCNY).
3. The Process Serving Agency named above will keep electronic records of each process served or attempted for at least seven (7) years in compliance with 6 RCNY section 2-233(e). Records must include information required in the New York State General Business Law and 6 RCNY section 2-233. I understand that tampering with electronic records is prohibited.
4. The Process Serving Agency named above will keep complete and accurate records of each Process Server Individual who serves process on behalf of the Agency. All individuals, including those who serve process exclusively as employees for the Agency, are listed on the Roster of Process Servers.
5. 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