



**CONFIDENTIAL INTERMEDIARY PROGRAM  
APPLICATION FOR RENEWAL  
2016-2018 CERTIFICATION PERIOD**

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

This document can be made available in large format or on audio tape upon request. To receive an alternative format application, please contact the Certification and Licensing Division by phone to (602) 452-3957 or (602) 452-3545 (TDD) or by email to [cip@courts.az.gov](mailto:cip@courts.az.gov).

**INSTRUCTIONS:**

1. CAREFULLY READ INSTRUCTIONS ON PAGE SIX. Your application must be typed or printed in ink.
2. Complete ALL PAGES and SUBMIT ALL documentation requested on this form.
3. If any section of this application does not apply, indicate by "N/A".

**Section I: Applicant Information**

Legal Last Name:		Legal First Name:		MI:
Alias' Including Name Changes: Last		First:		MI:
Home Address/ Physical Street Address (May not be a P.O. Box):		City:	State:	Zip:
Home Mailing Address, if different:		City:	State:	Zip:
Home Telephone Number:	Home Fax Number (if any):	Cell Phone Number (if any):		
Email Address:				
Name, as you wish it to appear on certificate:				
<p>NOTE: Only your name will be affixed to your certificate. Recognition of degrees, licenses or other standing will not be included on the certificate you receive.</p>				

**APPLICANT NAME:** \_\_\_\_\_

<b>Name/Address/Phone Number to appear on Judicial Website:</b> (Optional)	
Name: _____	Phone Number: _____
(Street) _____	(City) _____ (State) _____ (Zip) _____
Email: _____	
<b>The Website is public information. Please let the Division know your preference.</b>	

**Section II: Background Information**

<b>Since you last renewed your certification:</b>	
<b>DO NOT answer “Yes” if you have only civil traffic violation. Regarding criminal matters, the fact that you entered into a plea bargain or pled “no contest” or that a conviction has been vacated, pardoned, expunged, dismissed, or appealed does not mean that you can answer the question “No”. You MUST answer “Yes”.</b>	
1. Have you 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been found to engage in misconduct deemed as incompetence or a source of injury and loss to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you been convicted by final judgment of a felony, regardless of whether civil rights have been restored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you had a professional or occupational license or certificate denied, revoked, suspended or any disciplinary action taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you had a professional or occupational license or certificate, placed on probation, or any disciplinary action taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you been terminated, suspended, placed on probation, or other disciplinary action taken in past or present employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you currently on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have you violated any decision, order or rule issued by a professional regulatory entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Have you violated any order of a court, judicial officer, administrative tribunal, or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have you 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

14. Have you made a false or misleading oral or written statement to division staff or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Have you failed to disclose information on the certification application subsequently revealed through a background check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have you failed to respond or furnish information to division staff or the Board 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
17. 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
18. Are there any pending administrative, judicial, or professional authority actions against you or your company/employer, other than civil traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Have you or your company/employer, been contacted by any court, state, or federal administrative or regulatory agency or the Better Business Bureau regarding allegations of adversarial actions or complaints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Have you or your company/employer, been the subject of a court sanction/order, a complaint to the Better Business Bureau, or been contacted by any prosecutorial, judicial, or administrative agency regarding business practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answer “yes” to any of the above questions, attach a notarized Affidavit which provides an explanation of the events and provide any and all documentation. If applicable, provide court documents including a copy of the complaint and final disposition.</b>	
<b>Failure to provide a notarized Affidavit may result in the delay of processing your application for renewal, expiration of your certificate, or denial of your application for renewal.</b>	

**Section III: Continuing Education**

<b>Since you last renewed your certification or received your certification:</b>	
<b>Have you completed the required hours of continuing education credits pursuant to ACJA § 7-203(L)(2)(a)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

*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

**Pursuant to § 7-203 (L)(9)(d), you may be required to provide proof of your continuing education. The program will be audit sampling the continuing education credits of confidential intermediaries each renewal period. If you are randomly selected for audit, you will be required to submit proof of completion of your relevant continuing education activities.**

**If you are selected for an audit, registration forms indicating you have signed up for continuing education activities are NOT acceptable documentation; proof of attendance is required.**

**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 confidential intermediary certification. I agree to give any further information which may be required in reference to my past or current record.

I 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 Confidential Intermediary 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 Confidential Intermediary Program, all agents and representatives, 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 Confidential Intermediary Program, all agents and representatives.

I understand omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for denial of renewal of a certificate and/or for disciplinary action, up to and including revocation of a certificate.

I acknowledge 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 read and reviewed Arizona Code of Judicial Administration § 7-201 and § 7-203, governing confidential intermediaries, as adopted by the Arizona Supreme Court, and I agree to abide by the Arizona Code of Judicial Administration § 7-201 and § 7-203, as promulgated by the Arizona Supreme Court.

I declare under penalty of perjury under the laws of the State of Arizona the foregoing is true and correct.

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

**AFFIDAVIT OF VERIFICATION**

THE STATE OF ARIZONA, COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes expressed, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Arizona

\_\_\_\_\_  
Notary's Name Printed

\_\_\_\_\_  
My Commission Expires

## Application Instructions and Additional Information

1. **INSTRUCTIONS.** Carefully read all instructions. To obtain additional assistance, email CIP@courts.az.gov or visit the Arizona Judicial Department Website at <http://www.azcourts.gov/cld/ConfidentialIntermediaryProgram.aspx>.
2. **COMPLETION.** Clearly print in ink or type all information. Pursuant to Arizona Code of Judicial Administration § 7-201, incomplete renewal applications may be denied.
3. **FEES.** All applicable **NON-REFUNDABLE** fees shall accompany this application and be made payable to the Arizona Supreme Court. The renewal application fee is \$100.00.
4. **BACKGROUND INFORMATION.** If you answered “YES” to any question in the Background Section of this application, you are required to submit a **SIGNED and NOTARIZED** statement describing **in detail** all incidents including: (1) names of all parties involved, (2) dates and locations, (3) the names and localities of any courts and/or administrative agencies involved, (4) the disposition of each matter, and (5) whether the conviction, plea or finding was for a felony, misdemeanor, or open-ended charge, (6) any finding of civil liability.
5. **AUTHORIZATION, RELEASE, OATH, AND AFFIRMATION.** Applicant signature and notary verification are required.
6. **SUBMISSION.** Please submit your completed application, related attachments, and fees to:

**Arizona Supreme Court  
Certification and Licensing Division  
Arizona Supreme Court  
1501 West Washington, Suite 104  
Phoenix, Arizona 85007-3231**

8. **APPLICATION DEADLINE:** The renewal application deadline is October 31, 2016. Applications submitted after October 31, 2016 may be required to retake the examination and submit an initial application.
7. **NOTIFICATION.** Your cancelled check is proof we have received your application. You will be notified in writing of the decision by the Confidential Intermediary Board regarding your application.