



**ARIZONA SUPREME COURT  
BOARD OF CERTIFIED REPORTERS**

**CERTIFIED REPORTER INITIAL STANDARD CERTIFICATION  
APPLICATION FORM**

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

<b>Applicant Information</b>				
Legal Last Name:		Legal First Name:		Middle Initial:
AKAs: Please list any other names used, <u>including maiden name</u> :				
<input type="checkbox"/> Official or <input type="checkbox"/> Freelance:	Number yrs. of service as a court reporter:	Social Security Number:	Date of Birth (mm/dd/yyyy):	
Mailing Address:		City:	State:	Zip:
Physical Address (May not be a P.O. Box):		City:	State:	Zip:
Telephone Number:	Fax Number:		Cell Phone Number (if any):	
Email Address (if any):		Name, as you wish it to appear on certificate:		
<b>Court Reporter Directory</b>				
<input type="checkbox"/> Check this box if you wish to have this information posted on the Website. <input type="checkbox"/> Home <input type="checkbox"/> Business				
Name: _____ Phone Number: _____				
Street _____ City _____ State _____ Zip _____				
Email Address: _____				
The Website is public information. Only information provided in this section will be posted. If this section is left blank or the box is not checked, only the certificate holder's name and number will be posted.				

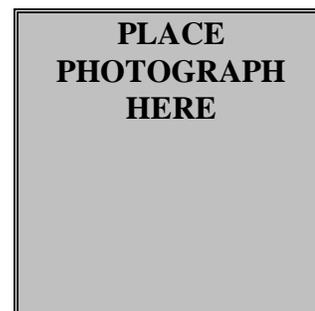
<b>Current Employer Information</b>			
Work Address:	City:	State:	Zip:
Telephone Number:	Fax Number:		
Email Address:			
<b>Professional Certification, Accreditation &amp; Skill Proficiency</b>			
Are you at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a legal resident or citizen of the United States? <b>If “yes,” you must attach proof of citizenship.</b> Acceptable documents are listed on page 6 of this application. The documents you have attached to this application must be one of the following two options: <input type="checkbox"/> ONE document from List A (see page 6); or <input type="checkbox"/> ONE document from List B <u>plus</u> ONE document from List C (see page 6).	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a high school diploma or GED? <b>If “yes”, provide a copy of diploma, GED or transcripts.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been granted a verified statement of satisfactory completion of a prescribed course of study from an accredited or licensed court reporting school? <b>If “yes”, provide a copy of your evidence of completion/graduation.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been certified as a court reporter in any other state? State: _____ Date: _____ Location: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you <b>passed</b> the Registered Professional Reporter exam or the Certified Verbatim Reporter exam? If “yes”, please complete the appropriate verification letter order form (included) and submit to the administering entity. <b>The verification must be sent directly to the Division.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you passed the Arizona Written Knowledge Exam?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>BACKGROUND INFORMATION:</b>			
<b>If you answer “Yes” to any of the following questions, indicate the date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number (attach additional sheet if necessary).</b>			
<b>Have you ever</b> 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		
<b>Have you ever</b> committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you ever</b> had conduct showing incompetence or been a source of injury and loss to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Have you ever</b> been convicted by final judgment of a felony, regardless of whether civil rights have been restored? <i>(The fact that you entered into a plea bargain or pled “no contest” or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question “No.” You must answer “Yes” and provide details of the offense and explain. Do not answer “Yes” if you have only minor civil traffic violations.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored? <i>(The fact that you entered into a plea bargain or pled no contest or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question “No.” You must answer “Yes” and provide details of the offense and explain. Do not answer “Yes” if you have only minor civil traffic violations.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> had a professional or occupational license or certificate denied, revoked, suspended or had any disciplinary action taken against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> had a professional or occupational license or certificate censured, placed on probation, or any disciplinary action taken against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> been terminated, suspended, place on probation, or had other disciplinary action taken against you in past or present employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you</b> currently on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> violated any decision, order, or rule issued by a professional regulatory entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> violated any order of a court, judicial officer, administrative tribunal, or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> 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
<b>Have you ever</b> made a false or misleading oral or written statement to division staff or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> failed to disclose information on the certification application subsequently revealed through a background check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever</b> 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
<b>Have you ever</b> been or are you currently a party in a civil lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Photograph (Required)**

*In the space provided, please use transparent tape to affix a recent (2 x 2) photograph of yourself (non-returnable).*

**DO NOT USE STAPLES OR GLUE**



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

I also 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 Court Reporter Certification 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 Certified Reporter Program, the Board of Certified Reporters, its 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 Certified Reporter Program.

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

**State of:** \_\_\_\_\_ **County of:** \_\_\_\_\_

Being duly sworn and under oath or affirmation, I acknowledge that 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 is freely given.

I have received a copy of the administrative rules governing court reporters as adopted by the Arizona Supreme Court.

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

**Subscribed and sworn to before me this** \_\_\_\_\_ **Day of** \_\_\_\_\_, **20**\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

## INSTRUCTIONS

Carefully read all instructions prior to completing the application. Incomplete application submissions will result in the rejection of the application. To obtain additional assistance, contact the Certification and Licensing Division at [CourtRep@courts.az.gov](mailto:CourtRep@courts.az.gov) or visit the Arizona Judicial Department website at <http://www.azcourts.gov/cld/CourtReporterCertificationProgram.aspx>.

1. **Clearly print or type all information.** Each section must be completed. Do not leave blank spaces. If a section does not apply to you, mark the space “Not Applicable” or “N/A”.
2. **Fees.** Please refer to ACJA § 7-206 (K) to determine the applicable **NON-REFUNDABLE** fee(s) which must accompany this application. The applicable fee(s) should be made payable to the **Arizona Supreme Court**.
3. **Photograph.** You must include one color passport-size photograph, two inches by two inches of the head, neck and shoulders only. The photograph must have been taken within the last two years and clearly identifies you as the applicant
4. **Education.** You must submit **CLEAR** and **READABLE** photocopies of all degrees, diplomas, certificates or licenses listed on this application, as well as Letters of Good Standing.
5. **Verification of RPR/CVR.** You must complete and submit the applicable request for verification form to the appropriate entity responsible for administering the examination. The request for verification forms are pre-filled with the Division address as the verification of your passing the examination **MUST** come directly from the entity to the Division. **Verification of passing the RPR/CVR will not be accepted from the applicant himself/herself.**
6. **Fingerprint Cards.** You must obtain and complete a standard FBI fingerprint card (one is included in the certificate application packet). If your fingerprints are not clear, the card will be rejected. Additional fees will be required for cards submitted a third, fifth, etc. time. A **\$22.00** (subject to change) FBI processing fee must accompany each card submitted. Please fill out the sections of the card as indicated in the application letter.
7. **Proof of Citizenship Acceptable Documents (please send CLEAR and READABLE copies – Failure to do so may result in a delay in the processing of your application):** See page 6 of application: List of Acceptable Residency/Citizenship Documents
8. **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, (5) whether the conviction, plea or finding was for a felony, misdemeanor, or open-ended charge.
9. **Please submit the completed application, all required documents and fees as referred to in the instructions to:**

**Arizona Supreme Court  
Certification and Licensing Division  
1501 West Washington Street, Suite #104  
Phoenix, AZ 85007-3231**
10. **Notification.** Your cancelled check is proof we have received your application. You will be notified in writing of the decision by the Board of Court Reporters regarding your application.

## LIST OF ACCEPTABLE RESIDENCY/CITIZENSHIP DOCUMENTS

To respond correctly to the Professional Certification, Accreditation & Skill Proficiency question on Page 2 of this application regarding citizenship, you must provide copies of:

**One (1) document from List A**

**OR**

**Two (2) documents: one from List B and one from List C**

### **List A (documents which establish both identity and employment eligibility)**

1. U. S. Passport (*unexpired or expired*).
  2. Certificate of United States Citizenship [*U.S. Immigration and Naturalization Services (INS) Form N-560 or N-561*].
  3. Certificate of Naturalization (*INS Form N-550 or N-570*).
  4. Unexpired foreign passport which:
    - a. Contains an unexpired stamp which reads "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until \_\_\_\_\_. Employment authorized;" or
    - b. Has attached to it a Form I-94 bearing the same name as the passport and containing an employment authorization stamp, so long as the period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94.
- NOTE: For more detailed information concerning the Form I-94, see page 23 of the "Handbook for Employers (M-274)."
5. Alien Registration Receipt Card (INS Form I-151 or I-551) provided it contains a photograph of the bearer.
  6. Unexpired Temporary Resident Card (INS Form I-688).
  7. Unexpired Employment Authorization Card (INS Form I-688A).
  8. Unexpired reentry permit (INS Form I-327).
  9. Unexpired Refugee Travel document (INS Form I-571).
  10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

### **List B (documents which establish identity only)**

1. Driver license or ID card issued by a state or outlying possession of the United States (*provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address*).
2. ID card issued by federal, state or local government agencies or entities (*provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address*).
3. School ID card with photograph.
4. Voter's registration card.
5. U. S. Military card or draft record.
6. Military dependent's ID card.
7. U. S. Coast Guard Merchant Mariner Card.
8. Native American tribal document.
9. Driver license issued by a Canadian government authority.

### **List C (documents which establish employment eligibility only)**

1. U. S. social security card issued by the Social Security Administration (*other than a card which has printed on its face "NOT VALID FOR EMPLOYMENT"*).

NOTE: This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction) is not an acceptable document.

2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*).
3. Original of certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
4. Native American tribal document.
5. U. S. Citizen ID Card (*Form I-197*).
6. ID Card for use of Resident Citizen in the United States (*Form I-179*).
7. Unexpired employment authorization document issued by the INS.

*Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274) provided by the Department of Homeland Security, U. S. Citizenship and Immigration Services at <http://www.uscis.gov/files/nativedocuments/m-274.pdf>*



# CERTIFICATE AND VERIFICATION LETTER ORDER FORM

<b>ID #:</b>	<i>Office Use Only</i>
<b>First Name:</b>	<b>Last Name:</b>
<b>Street Address:</b>	<b>City, State Zip Code:</b>
<b>Email:</b>	<b>Primary Phone #:</b>
<b>Where to Mail? (If different from Street Address):</b> Arizona Supreme Court Certification and Licensing, Suite 104 1501 W. Washington Phoenix, AZ 85007-3231	<b>Do you need this in less than 3-5 business days?</b>

Please mark an X by each item you would like to receive.

<b>RPR Certificate:</b>	<input type="checkbox"/>
<b>RMR Certificate:</b>	<input type="checkbox"/>
<b>RDR Certificate:</b>	<input type="checkbox"/>
<b>CRR Certificate:</b>	<input type="checkbox"/>
<b>CBC Certificate:</b>	<input type="checkbox"/>
<b>CCP Certificate:</b>	<input type="checkbox"/>

\*\*The cost for a certificate(s) is a flat fee of \$35.00.

*Please allow 3-5 business days to process and mail your request.*

*If you need it prior to 3-5 business days, please note on this form.*

<b>RPR Verification Letter:</b>	<input type="checkbox"/>
<b>RMR Verification Letter:</b>	<input type="checkbox"/>
<b>RDR Verification Letter:</b>	<input type="checkbox"/>
<b>CRR Verification Letter:</b>	<input type="checkbox"/>
<b>CBC Verification Letter:</b>	<input type="checkbox"/>
<b>CCP Verification Letter:</b>	<input type="checkbox"/>

\*\*The cost for a letter(s) is a flat fee of \$15.00.

<b>VISA</b>	<b>MASTERCARD</b>	<b>AMERICAN EXPRESS</b>	<b>DISCOVER</b>
<b>Credit Card Number:</b>		<b>Expiration Date:</b>	
<b>Security Code:</b>	<b>Address (If different from above):</b>		
<b>Signature:</b>		<b>Name on Card (If different from above):</b>	

NCRA Certification & Testing  
 8224 Old Courthouse Rd, Vienna, VA 22182  
 (800) 272-NCRA (6272) Fax: (703) 556-6291  
 testing@ncra.org

## NVRA EXAMINATION PASSAGE VERIFICATION FORM

**Applicants:** Please complete **Part I** of this form and mail to: NVRA  
 629 North Main Street  
 Hattiesburg, MS 39401

**Part II** is to be complete by the NVRA and returned by the NVRA to the Arizona Supreme Court –Certification and Licensing Division at the address supplied below. If this document is returned to the applicant, the document is **invalidated**.

**PART I – To be completed by applicant - Please supply all information requested.**

NAME: Last                      First                      MI	DATE OF BIRTH ____/____/____	NVRA LICENSE/CERT #: (if applicable)
ADDRESS (apt or street #, street name, city, state, zip)	NAME OF APPLICANT WHEN EXAM WAS TAKEN:	
TELEPHONE # (     )     -		
I, the above named individual, authorize the NVRA to release the below information to the Arizona Supreme Court, Certification and Licensing Division on behalf of the Arizona Board of Certified Reporters.		
_____ (Signature)	_____ (Date)	

**PART II – TO BE COMPLETED BY NVRA ONLY-** Please complete Part II of this form and return it to the Arizona Supreme Court –Certification and Licensing Division (on behalf of the Arizona Board of Certified Reporters), 1501 West Washington, Suite 104, Phoenix, AZ 85007-3231. This document is required for applicant certification. If returned to the applicant instead of the Division, it is **invalid**. Thank you in advance for your cooperation.

<p><b>Please check the appropriate box:</b></p> <p><input type="checkbox"/> The above-named individual has successfully obtained a passing score on the NVRA certification examination.</p> <p><input type="checkbox"/> The above-named has <b>not</b> successfully obtained a passing score on the NVRA certification examination.</p> <p><input type="checkbox"/> No record was found concerning the above-named individual.</p>	<p><b>Please indicate the court reporting method of the examination taken by the above named individual:</b></p> <p><input type="checkbox"/> Voice Writer</p> <p><input type="checkbox"/> Machine Shorthand</p> <p><input type="checkbox"/> Other: _____</p>
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**Licensure Status: If individual was licensed, please indicate status of that license:**

Active in Good Standing     Inactive     Suspended     Revoked     Other (explain below)

I certify that the information contained herein is true and correct according to the official records of the NVRA.

_____ Print name and title	_____ Signature
_____ Agency	_____ Date

Stamp or Seal