



## LEGAL DOCUMENT PREPARER PROGRAM APPLICATION FOR STANDARD CERTIFICATION AS A BUSINESS ENTITY

**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.**

**This document can be made available in large format or on audio tape upon request. Please contact the Legal Document Preparer Program at (602) 452-3108 or (602) 452-3545 (TDD).**

<b>INSTRUCTIONS:</b> 1. CAREFULLY READ INSTRUCTIONS ON PAGE EIGHT. 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".
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Note: Information contained on pages one, two and seven of the application may be confidential pursuant to Court Rule. Do not include personally identifying information (social security number, date of birth, home address, etc.) in the remainder of the application or on any attachments.

### SECTION I: APPLICANT INFORMATION

Organization Legal Name:	
List ALL assumed, dba's or trade names:	
Business Address to appear on certificate and Judicial Website:	
(Street Address)	(City) (State) (Zip)
Business Telephone Number: ( )	Business Fax Number: ( )
Business Email Address:	Date business formed: (Month/Day/Year)
Check appropriate business organization:  <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship	
<b>Copies of Articles of Incorporation/Organization and a Certificate of Good Standing issued from the Arizona Corporation Commission or Partnership Agreements MUST be attached with the application as applicable.</b>	
Designated principal's name and address:	
(Street Address)	(City) (State) (Zip)

**SECTION II: BUSINESS ENTITY MEMBER(S) INFORMATION: Provide the following information for ALL Members, Partners, Managers, Officers, Directors, and Owners: (Use additional pages if necessary)**

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	DOB:

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	DOB:

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	DOB:

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	DOB:

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	DOB:

NAME OF BUSINESS ENTITY: \_\_\_\_\_

**SECTION III: DESCRIPTION OF BUSINESS ORGANIZATION**

Provide a brief description of the general nature of the business being conducted:

**SECTION IV: LEGAL DOCUMENT PREPARER RELATED ACTIVITIES PERFORMED**

List the legal document preparer experience of the business if not listed above:
List <b>ALL</b> locations where this business is providing legal document preparation services:
(Street) _____ (City) _____ (State) _____ (Zip) _____
Other occupational or professional licenses held by the business entity:
Expiration date:

**SECTION V: BACKGROUND INFORMATION.** If the answer to any of the following questions is “Yes”, indicate date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number: (Use additional sheets, if necessary)

<b>Has the business entity, designated principal, or ANY officer, director, partner, member, manager, or owner:</b>	
DO NOT answer “Yes” if you have only civil traffic violations. 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”.	
1. 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. 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. Had conduct showing incompetence or a source of injury and loss to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. 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. 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. 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. Had a professional or occupational license or certificate censured, placed on probation, or any disciplinary action taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. 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. 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. Is currently on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Violated any decision, order or rule issued by a professional regulatory entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Violated any order of a court, judicial officer, administrative tribunal, or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. 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. Made a false or misleading oral or written statement to division staff or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Failed to disclose information on the certification application subsequently revealed through a background check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. 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. 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. Had a record of conduct constituting dishonesty or fraud on the part of an employee, board member, or the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If you answer “yes” to any of the above questions, attach a written 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></p> <p><b>Failure to provide a written Affidavit may result in the delay of processing your application for renewal, expiration of your certificate, or denial of your application for renewal.</b></p>	

*By checking this box I agree to the following:*

*I certify under penalty of perjury that all information contained in this 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 Designated Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Designated Principal**

\_\_\_\_\_  
**Date**

**SECTION VI: ACKNOWLEDGMENT OF DESIGNATED PRINCIPAL: Read the following, sign this page, and have it notarized.**

I, \_\_\_\_\_, the designated principal pursuant to Judicial Administration Code § 7-208 (F)(6), agree to ensure that:

- a) I will prepare and submit, WITH THIS APPLICATION, a list of all Certified Legal Document Preparers and all trainees acting for, or on behalf of, the business entity.
- b) I will file with the Legal Document Preparer Program a list of all Certified Legal Document Preparers and all Trainees acting for, or on behalf of, the business entity by June 30th of each year.
- c) I will notify the Legal Document Preparer Program, in writing, of any changes in employee or trainee status within 30 days of any change.
- d) I will actively and directly supervise all other Certified Legal Document Preparers, Trainees, and staff working for, or on behalf of the business entity.
- e) I will represent the business entity, at the discretion of the entity, in any proceeding under this code section.
- f) I will notify the Legal Document Preparer Program within 30 days if I am no longer in a position to continue serving as the designated principal for the business entity.
- g) I will make all Certified Legal Document Preparers, Trainees, and staff of the business aware that they are bound by the Code of Conduct for Certified Legal Document Preparers as promulgated by the Arizona State Supreme Court.
- h) I will file, in writing, with the Legal Document Preparer Program, a notice of any changes in members, partners, managers, officers, directors, and owners of the business entity within 30 days of any change.
- i) I have read and reviewed Arizona Supreme Court Rule 31 and Arizona Code of Judicial Administration § 7-208 and understand and agree to abide by and uphold both the Rule and the ACJA.

\_\_\_\_\_  
Signature of Designated Principal

THE STATE OF \_\_\_\_\_, 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

**SECTION VII: AUTHORIZATION AND RELEASE: Read the following, sign this page and have it notarized.**

Having filed this application, I hereby consent to having an investigation made of the business' character, professional reputation, and fitness for Legal Document Preparer certification. I agree to give any further information which may be required in reference to the past record of the business.

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 the business, formal or informal, pending or closed, or any other pertinent data, and to permit the Arizona Supreme Court Legal Document Preparer 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 Arizona Supreme Court, 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 Arizona Supreme Court Legal Document Preparer 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 or suspending a certificate.

\_\_\_\_\_  
Signature of Designated Principal

**AFFIDAVIT OF VERIFICATION - BUSINESS ENTITY ACKNOWLEDGMENT**

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

**Being duly sworn, I, \_\_\_\_\_ on behalf of \_\_\_\_\_,** depose and say that I have read the foregoing, and each statement and answer made, together with the Authorization and Release and under penalty of perjury, swear that all such answers, statements and data attached to this application are true and correct. Willful misrepresentation of any fact required to be disclosed in any application, or accompanying statement, is grounds for refusing to issue or renew certification, or for revoking or suspending a certificate.

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_,  
Title Exact Business Entity Legal Name

a corporation, 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 purpose expressed, in the capacity stated and as the act and deed of said corporation, 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

**SECTION VIII: CERTIFIED LEGAL DOCUMENT PREPARERS and TRAINEES:** List ALL individuals who prepare legal documents on behalf of the business entity, including employees, trainees, contractors, and volunteers. If an individual has an application pending for individual legal document preparer certification, write “pending” in the AZCLDP # box. Use additional pages if necessary.

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
AZCLDP #:	Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
AZCLDP #:	Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
AZCLDP #:	Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
AZCLDP #:	Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
AZCLDP #:	Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Application Instructions and Additional Information

1. 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, email the LDP Program at [LegalDocumentPreparer@courts.az.gov](mailto:LegalDocumentPreparer@courts.az.gov) or visit the Arizona Judicial Department Web site at <http://www.supreme.state.az.us/cld/ldp.htm>
2. Completion. Clearly print or type all information. Pursuant to Arizona Code of Judicial Administration § 7-208, incomplete applications may be denied.
3. Business Entity Documentation. As noted on Page 1 of the application, all Corporations and Limited Liability Companies making application for business entity certification MUST submit, along with the application, a copy of the entity's Articles of Incorporation/Organization AND a current certificate of Good Standing from the Corporation Commission.
4. Designated Principal. Pursuant to Arizona Code of Judicial Administration § 7-208, the designated principal for the business entity MUST be certified as an individual.
5. Certified Legal Document Preparers. A list of ALL certified legal document preparers and ALL trainees acting for, or on behalf of, the business entity MUST be submitted with this application. Note: An individual can only qualify as a trainee if they are eligible to obtain individual certification, but for a lack required experience. An individual previously denied certification for any other reason is NOT eligible to act as a trainee. [See Arizona Code of Judicial Administration § 7-208 (F)(5)].
6. Fees. All applicable NON-REFUNDABLE fees shall accompany this application and be made payable to the Arizona Supreme Court. The Standard business entity certification application fee is \$650.00 if certification expires **more** than one year after application date and \$325.00 if certification expires **less** than one year after application date.
7. Assumed Name (or D.B.A.) And Trade Names. While conducting business as a legal document preparer, a certificate holder shall use the name as shown on the certificate and shall not transact business in this state under an assumed name or under any designation, name or style, corporate or otherwise, other than the real name of the business entity unless the business entity files with the Legal Document Preparer Program a certificate setting forth the name under which business will be transacted.
8. AUTHORIZATION, RELEASE, OATH, AND AFFIRMATION. Designated Principal signature and notary verification is required.
9. Background Information. If you answered "YES" to any question in the Background Section V of this application, the Designated Principal is 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 assigned case or action number, (5) the disposition of each matter, (6) whether the conviction, plea, or finding was for a felony, misdemeanor, or open-ended charge, and, (7) any finding of liability.
10. Submission. Please submit your completed application, related attachments, and fees to:

### Legal Document Preparer Program

Arizona Supreme Court  
1501 W. Washington, Suite #104  
Phoenix, AZ 85007  
(602) 452-3108

11. Notification. Your cancelled check is proof we have received your application. You will be notified in writing of the decision by the Board of Legal Document Preparers regarding the application.