PRIVATE PROCESS SERVER CERTIFICATION APPLICATION FORM

Any wilful 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.

Instructions:
1. Application must be printed in black ink or typed.
2. Complete **ALL SECTIONS** of this application and fulfill all other requirements mentioned in the instructions. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
3. Submit the completed application and application fee to: Clerk of the Superior Court, Attn: Private Process Server Certification Program in the county of your residence.

Section I.

Applicant Information **Type of Application:** ☐ **Initial** ☐ **Renewal**

Legal Last Name:	Legal First Name		MI:
Mailing Address:	City:	State:	Zip:
Physical Address, if different (May not be a P.O. Box):	City:	State:	Zip:
Telephone Number:	Fax Number:	Cell Number:	
Email Address (Leave blank if not applicable):			
Date of Birth:	Place of Birth:	Social Security Number:	
Hair Color:	Eye Color:	Weight:	Height:
☐ Male	☐ Female	Race:	
Name, as you wish it to appear on certification and identification card:			

Section II.

Work Experience - List all positions held during the last three years. Use additional pages if necessary.

Company Name and Mailing Address:		
Supervisor's Name and Title:	Supervisor's Phone #:	
Position Held:	From: Month	Year
Telephone Number:	To: Month	Year
Reason for Leaving:		

Company Name and Mailing Address:		
Supervisor's Name and Title:	Supervisor's Phone #:	
Position Held:	From: Month	Year
Telephone Number:	To: Month	Year
Reason for Leaving:		

Company Name and Mailing Address:		
Supervisor's Name and Title:	Supervisor's Phone #:	
Position Held:	From: Month	Year
Telephone Number:	To: Month	Year
Reason for Leaving:		

Company Name and Mailing Address:		
Supervisor's Name and Title:	Supervisor's Phone #:	
Position Held:	From: Month	Year
Telephone Number:	To: Month	Year

Reason for Leaving:

Company Name and Mailing Address:			
Supervisor's Name and Title:	Supervisor's Phone #:		
Position Held:	From:	Month	Year
Telephone Number:	To:	Month	Year
Reason for Leaving:			

Has Any Company Ever Refused to Bond You? ☐ **Yes** ☐ **No**

If yes, please explain:

_____

_____

_____

_____

Section III: Criminal History

If you answer "yes" to any of the following questions in this section. A complete explanation of the events must be attached to this application. Indicate the finding or conviction, nature and details of the case, including the case disposition, location, court, and case number.	
Are you currently on probation, parole or community supervision for a felony offense?	❑ Yes ❑ No
Have you ever committed material misrepresentation or fraud in applying for a certificate or on a certificate examination in this state or another state?	❑ Yes ❑ No
Have you ever been convicted by final judgment of a felony or a misdemeanor? (The fact that you entered into a plea bargain or pled "no contest" or that your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or that your civil rights have been restored does not mean that 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.**	❑ Yes ❑ No
Are you currently named in an outstanding arrest warrant?	❑ Yes ❑ No
Have you ever had private process server certification denied, revoked or suspended, in any state?	❑ Yes ❑ No
Have you ever had any disciplinary action taken against you as a private process server (e.g. reprimand, censure, fine or other penalty) in any state?	❑ Yes ❑ No
Have you ever been found liable in a civil lawsuit which included an allegation of fraud, misrepresentation, material omission, misappropriation, theft or conversion?	❑ Yes ❑ No
Has a court ever held an Order to Show Cause hearing regarding your performance as a private process server?	❑ Yes ❑ No

Section IV: General Information

Have you ever served process in another state? ☐ **Yes** ☐ **No**

If yes: State:	County:	Dates: From:	To:
If no, name of employer:			
Work Address:	**City:**	**State:**	**Zip:**

Why do you want to be a process server?

_____

_____

_____

_____

Have you taken a Private Process Server test in this state in the past three months?

☐ **Yes** ☐ **No**

If yes: County:	Date:	
Test score:	☐ Passed?	☐ Failed?
Explain:		

Current Employer Information

Will you be self-employed?	☐ Yes	☐ No	
If no, name of employer:			
Work Address:	City:	State:	Zip:
Telephone Number:	Fax Number:		
Email Address:			

Section V:

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 process server 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 Private Process Server 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 Private Process Server Program, the Clerk of the Superior Court, all agents and representatives, the Presiding Judge of the Superior Court or designee, 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 Private Process Server Program, the Presiding Judge or designee, the Clerk of the Superior Court, all agents and representatives.

I understand wilful 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.

Pursuant to Rule 4(e), Arizona Rules of Procedure, I ". . . will well and faithfully serve process in accordance with the law. . ." and attest I have been a legal resident of Arizona for at least one year prior to application. I understand that as a certified process server, I must be available to testify and that providing testimony regarding the service of process a common and inherent duty of a certified process server.

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 are freely given.

I have received a copy of Arizona Code of Judicial Administration 7-204, governing private process servers, as adopted by the Arizona Supreme Court.

State of: _____ County of: _____

_____
Signature of Applicant

Subscribed and sworn before me this _____ day of _____, 20____

_____
Notary Public

_____
Date Notary Commission Expires