



PRIVATE PROCESS SERVER CERTIFICATION INITIAL 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.

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

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:	Social Security Number:	☐ Male ☐ Female		
Are you a U.S. citizen or legal resident? ☐ Yes ☐ No You MUST provide proof. See page 8 for a list of acceptable residency/citizenship documents.				
Do you have a high school diploma or GED? (If yes, provide a copy of diploma/transcripts/evidence of graduation with application.)				☐ Yes ☐ No

Name, as you wish it to appear on certification and identification card:

Section II.

Work Experience - List all positions held during the last five 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:		

Section III: Background Information

<i>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).</i>	
Have you ever 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?	☐ Yes ☐ No
Have you ever committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?	☐ Yes ☐ No
Have you ever had conduct showing incompetence or a source of injury and loss to the public?	☐ Yes ☐ No
Have you ever been convicted by final judgment of a felony, regardless of whether civil rights have been restored? <u><i>(The fact 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></u>	☐ Yes ☐ No

Have you ever been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored? <u><i>(The fact 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></u>	☐ Yes ☐ No
Have you ever had a professional or occupational license or certificate denied revoked, suspended or any disciplinary action taken?	☐ Yes ☐ No
Have you ever had a professional or occupational license or certificate censured, placed on probation, or any disciplinary action taken?	☐ Yes ☐ No
Have you ever been terminated, suspended, placed on probation, or had other disciplinary action taken in past or present employment?	☐ Yes ☐ No
Have you ever been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	☐ Yes ☐ No
Are you currently on probation or parole or named in an outstanding arrest warrant?	☐ Yes ☐ No
Have you ever violated any decision, order, or rule issued by a professional regulatory entity?	☐ Yes ☐ No
Have you ever violated any order of a court, judicial officer, or administrative tribunal?	☐ Yes ☐ No
Have you ever made a false or misleading statement or verification in support of an application for a certificate filed by another person?	☐ Yes ☐ No
Have you ever made a false or misleading oral or written statement to court staff?	☐ Yes ☐ No
Have you ever failed to disclose information on the certification application subsequently revealed through a background check?	☐ Yes ☐ No
Have you ever failed to respond or furnish information to court staff when the information is legally requested and is in your control or is reasonably available to you and pertains to certification or investigative inquiries?	☐ Yes ☐ No

Have you ever been a party to or claimed an interest in any civil proceedings (including but not limited to 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.	☐ Yes ☐ No
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Section IV: General Information

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

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

Have you taken a Private Process Server test in this state in the past? ☐ 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:					

List other occupational or professional certificates or licenses issued by any federal, state or county government.

☐ 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

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 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.

Pursuant to Rule 4(e), Arizona Rules of Procedure, “. . . I will well and faithfully serve process in accordance with the law. . .”. I understand that as a certified process server, I must be available to testify and that providing testimony regarding the service of process is 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

LIST OF ACCEPTABLE RESIDENCY/CITIZENSHIP DOCUMENTS

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>