



LEGAL DOCUMENT PREPARER PROGRAM

CHANGE OF DESIGNATED PRINCIPAL FORM

This document can be made available in large format or on audio tape upon request. Please contact the Legal Document Preparer Program at (602) 364-2378 or (602) 542-9545 (TDD).

Note: Information contained on pages one and four of this form may contain information considered to 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 form or on any attachments.

SECTION I: CERTIFIED BUSINESS ENTITY 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 Entity AZCLDP Number:	Effective Date of Certification:
Check appropriate business organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship	
Current Designated Principal Name and Address:	
(Street Address)	(City) (State) (Zip)
New Designated Principal Name and Address:	
(Street Address)	(City) (State) (Zip)
Effective Date of Appointment of New Designated Principal:	

SECTION II: RESIGNATION OF CURRENT DESIGNATED PRINCIPAL: Read the following, sign this page, and have it notarized.

I, _____, have been serving as the business entity Designated Principal for the named business entity. I understand that resigning as the designated principal does not in any way impact or alter the Board of Legal Document Preparers or Legal Document Preparer Program authorities to pursue any issues or pending matters stemming from my time as the named Designated Principal.

I hereby resign as the Designated Principal for _____.

The effective date of my resignation is: _____.

Signature of Current 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 III: ACKNOWLEDGMENT OF NEW 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, a list of all certified Legal Document Preparers and all trainees acting for, or on behalf of, the business entity by June 30th each year.
- b) I will file with the Legal Document Preparer Program a list of all ACJA § 7-208 (F)(5) qualified trainees acting under my supervision 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 ACJA § 7-208.
- 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 other staff of the business entity aware 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.

Signature of New 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 IV: 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. Completion.** Clearly print or type all information. Submission of this Change of Designated Principal Form is an administrative act which does not require Board of Legal Document Preparer review or approval. However, the submitted form must be complete. If any part or portion of the Form is not complete, the New Designated Principal must submit a written statement indicating the reason the part or portion of the Form has not been completed.
- 2. Designated Principal.** Pursuant to Arizona Code of Judicial Administration § 7-208, the designated principal for the business entity **MUST** be certified as an individual.
- 3. 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 by June 30th each year. Note: Pursuant to ACJA § 7-208 (F)(5), an individual can ONLY qualify as a trainee if they lack the experience necessary to obtain individual certification, but for a lack required experience. An individual previously denied certification for any reason other than lack of experience is **NOT** eligible to act as a trainee.
- 4. 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.
- 5. AUTHORIZATION, RELEASE, OATH, AND AFFIRMATION.** Designated Principal signature and notary verification is required.
- 6. Submission.** Please submit the completed Form and any related attachments to:

Legal Document Preparer Program
Arizona Supreme Court
1501 W. Washington, Suite #104
Phoenix, AZ 85007
(602) 364-2378