



42 Broadway
5th Floor
New York, NY 10004

Dial 311
(212-NEW-YORK)

nyc.gov/consumers

PROCESS SERVER INDIVIDUAL TRUST FUND ENROLLMENT FORM

Under Local Law 7 of 2010, process server individuals must post a surety bond for the duration of the license period. Individuals who demonstrate to the Department of Consumer Affairs (DCA) that they are unable to obtain a bond must instead pay into a Trust Fund established by DCA.

All payments to the Trust Fund will be held in trust by the Fund to provide for the payment of outstanding awards to aggrieved consumers and fines owed to the City and are non-refundable.

If a licensee fails to comply with the laws, rules, and regulations enforced by DCA and DCA has revoked the licensee's license, or the licensee has surrendered its license or failed to renew it, Fund money may be used to satisfy a DCA order or court judgment. After reviewing Fund resources, the Commissioner or the Commissioner's designee will decide whether to order partial payment of awards, fines, and/or judgments from the Fund. Any payment of awards, fines, and/or judgments from the Fund does not relieve the licensee from legal obligations to satisfy DCA orders and/or court judgments.

Process Server Individual: _____
Name of License Applicant

I affirm the following:

1. I have read and agree to the conditions outlined above.
2. I am unable to obtain a bond as required by Section 20-406.1 of the Administrative Code. As proof, I will submit:
 - Copies of applications submitted to two different surety bond companies
AND
 - ORIGINAL denial letters from the two sureties
3. I will pay \$1,000 to DCA to join the Trust Fund.
4. I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Date