



42 Broadway  
5th Floor  
New York, NY 10004

Dial 311  
(212-NEW-YORK)

[nyc.gov/consumers](http://nyc.gov/consumers)

# PROCESS SERVER INDIVIDUAL BACKGROUND INFORMATION FORM

Process Server Individual: \_\_\_\_\_  
*Name of License Applicant*

Please answer the questions below and attach additional papers as necessary.

1. Has this individual ever held a license or permit issued by the federal, state, or local government?  Yes  No

If Yes, please complete the information below.

Government Level <i>(federal, state, or local)</i>	Name of License or Permit	License or Permit Number

2. Has this individual ever had a license or permit denied, suspended, or revoked?  Yes  No

If Yes, please complete the information below.

Government Level <i>(federal, state, or local)</i>	Name of License or Permit	License or Permit Number

3. Has this individual ever had the renewal of a license or permit denied?  Yes  No

If Yes, please complete the information below.

Government Level <i>(federal, state, or local)</i>	Name of License or Permit	License or Permit Number



4. Has this individual ever operated as a process server under another name?  Yes  No

If **Yes**, provide all prior names and the dates when they were used below.

Prior Process Server Name	Dates Used

5. Has the validity of any process made, arranged, signed, or notarized by this individual or delegated by this individual to another person ever been challenged for any reason in any legal action or proceeding?  Yes  No

If **Yes**, please attach to the application a detailed statement identifying the title and index number of the action, the court, the judge, the date of hearing (if any), any finding made by the court (if any), and disposition.

6. Is this individual employed by any firm, government agency, or individual not listed on the application?  Yes  No

If **Yes**, provide employer information below.

Employer Type <i>(business firm, government agency, or individual)</i>	Employer Name	Employer's Address

7. Is this individual employed by the City of New York?  Yes  No

By signing below, I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date