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nyc.gov/dca

PROCESS SERVER INDIVIDUAL EMPLOYEE BOND EXEMPTION CERTIFICATION

If you serve process exclusively as an employee of a Process Serving Agency, **your Agency must complete this Process Server Individual Employee Bond Exemption Certification.**

Process Server Individual Name (Name of License Applicant):	
Process Serving Agency Name:	
Process Serving Agency DCA License Number:	
Business Address:	

I affirm the following:

1. I am authorized (e.g., owner, sole proprietor, general partner, director, corporate officer, or shareholder owning 10% or more of company stock) to complete and sign this form on behalf of the Process Serving Agency named above.
2. The License Applicant named above serves process exclusively as an employee of the Process Serving Agency.
3. The Process Serving Agency holds a surety bond that covers the License Applicant named above.
4. The Process Serving Agency will notify DCA in writing within five (5) days of the date the License Applicant named above no longer serves process exclusively as an employee of the Agency.
5. The Process Serving Agency will provide DCA with any other requested information about the License Applicant's employment status.
6. I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Print Name

Position/Title

Date