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New York, NY 10004

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nyc.gov/dca

# ROSTER OF PROCESS SERVING AGENCIES

Process Server Individual Name:	
Process Server Individual DCA License Number (if applicable):	

**Please select the statement that describes you:**

- A.** I do not currently serve process for a Process Serving Agency.
- B.** I serve process exclusively as an employee for one Process Serving Agency.
- C.** I serve process for Process Serving Agency(ies) but not exclusively as an employee.

If you selected statement B or C, you must list below the name(s) and DCA license number(s) of the Process Serving Agencies that assign process for service to you. Attach additional papers as necessary.

Process Serving Agency Name	DCA License Number

### IMPORTANT REQUIREMENTS ABOUT UPDATING INFORMATION:

- If you cease to serve process exclusively for the Agency as an employee, you must notify DCA within five (5) days of the change in writing.
- If you begin to serve process exclusively for a new Process Serving Agency as an employee, you must notify DCA within five (5) days of the change in writing.

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

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*