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## PROCESS SERVING AGENCY GPS SERVICES AFFIRMATION

Process Serving Agency Name:	
Process Serving Agency's DCA License Number (if applicable):	
Business Address:	

**Instructions:** Sign either Affirmation 1 or Affirmation 2, but not both.

### Affirmation 1

I affirm the following:

1. I am authorized to complete and submit this affirmation on behalf of the Process Serving Agency named above.
2. I have read section 20-410 of the New York City Administrative Code and section 2-233b of Title 6 of the Rules of the City of New York (6 RCNY).
3. The Process Serving Agency has **NOT** entered into a contract with an independent third party to provide the services required by 6 RCNY section 2-233b to any of the process servers listed on its Roster of Process Servers.
4. If, during its licensure period, the Process Serving Agency enters into a contract with an independent third party to provide the services required by 6 RCNY section 2-233b to any of the process servers listed on its Roster of Process Servers, it will submit an amended affirmation to the Department within two days of entering such contract.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date



**Affirmation II**

1. I am authorized to complete and submit this affirmation on behalf of the Process Serving Agency named above.
2. I have read section 20-410 of the New York City Administrative Code and section 2-233b of Title 6 of the Rules of the City of New York (6 RCNY).
3. The Process Serving Agency has entered into a contract with the independent third party below to provide the services required by 6 RCNY section 2-233b.

Contractor Name:	
Contractor Address:	
Contractor Phone Number:	
Contractor E-mail:	

4. The Process Serving Agency will submit an amended affirmation within two days of entering a contract with a different contractor.

**Please select the statement that describes the Process Serving Agency:**

- The Agency will provide the services required by 6 RCNY section 2-233b to all of the Process Server Individuals listed on its Roster of Process Servers.
- The Agency will provide the services required by 6 RCNY section 2-233b only to those Process Server Individuals listed as exclusive employees on its Roster of Process Servers.
- The Agency will provide the services required by 6 RCNY section 2-233b to the following Process Server Individuals. Attach additional papers as necessary.

Process Server Individual Name	DCA License Number

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date