



42 Broadway
New York, NY 10004

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(212-NEW-YORK)

nyc.gov/dca

PROCESS SERVING AGENCY RECORDKEEPING CERTIFICATION

Process Serving Agency Name:	
Process Serving Agency DCA License Number (if applicable):	
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 certification on behalf of the Process Serving Agency named above.
2. I have read section 20-406.3 of the New York City Administrative Code and sections 2-233 and 2-233a of Title 6 of the Rules of the City of New York (6 RCNY).
3. The Process Serving Agency named above will keep electronic records of each process served or attempted for at least seven (7) years in compliance with 6 RCNY section 2-233a. Records must include information required in section 89-cc of the New York State General Business Law and 6 RCNY 2-233. I understand that tampering with electronic records is prohibited.
4. The Process Serving Agency named above will keep complete and accurate records of each Process Server Individual who serves process on behalf of the Agency. All individuals, including those who serve process exclusively as employees for the Agency, are listed on the Roster of Process Servers.
5. 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