



42 Broadway
New York, NY 10004

Dial 311
(212-NEW-YORK)

nyc.gov/dca

ROSTER OF PROCESS SERVERS

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

Process Serving Agencies must submit a list of all Process Server Individuals who will serve process on behalf of the Agency. Please provide required information below. Attach additional papers as necessary.

Process Server Individual Name	Process Server Individual Address	DCA License Number	Does this individual serve process exclusively as an employee of the Agency?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT REQUIREMENTS ABOUT UPDATING INFORMATION:

- Process Serving Agencies must submit an updated Roster of Process Servers to the Department of Consumer Affairs (DCA) within five (5) days of assigning service to new Process Server Individuals.
- If a process server ceases to serve process exclusively for the Agency as an employee, the Agency must notify DCA within five (5) days of the change in writing. The notification must include the process server's name, address, and DCA license number.



**Consumer
Affairs**

- Agencies that do not provide updated information are subject to fines or other sanctions.
- 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 on the front.
- 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