

**CLERK OF THE COURT  
SUPERIOR COURT OF ARIZONA**

MOHAVE COUNTY  
415 East Spring Street  
Kingman, Arizona 86402

**NEW / RENEWAL PRIVATE PROCESS SERVER APPLICATION**

Any willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is a ground for refusing to issue or renew a certificate or for revoking a certificate.

<b>INSTRUCTIONS:</b> 1. Application must be printed in ink or typed. 2. Complete ALL PAGES of this application and fulfill all other requirements mentioned in the instructions. 3. Mail or return completed application and application fee to: Clerk of Superior Court, Attn: Private Process Server Certification, P.O. Box 7000, Kingman, Arizona 86402
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**SECTION I: APPLICANT INFORMATION**

Type of Application: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal	Legal Last Name:	Legal First Name:	Middle Initial
Arizona Driver's License Number:		Expiration Date:	
Home Address: Street:		City:	State: AZ    Zip:
Mailing Address:		City:	State: AZ    Zip:
Business Address: Street:		City:	State: AZ    Zip:
Business Address: Mailing		City:	State: AZ    Zip:
Home Phone Number: (    )		Business Phone Number: (    )	
E-Mail Address: <i>Leave Blank if Not applicable</i>		County of Residence:	Date of AZ Residency:
Date of Birth:		Place of Birth:	Social Security #:
Hair Color:	Eye Color:	Weight:	Height:
<input type="checkbox"/> Male <input type="checkbox"/> Female		Race:	

**SECTION II: EDUCATION**

Name of High School:	Address:	Year of Graduation:
Name of Trade School/College:	Address:	Year of Graduation:

**SECTION III: WORK EXPERIENCE – List all positions held during the last three years – use additional pages if necessary.**

Company Name and Mailing Address:	
Supervisor's Name & Title	Supervisor's Phone #
Position Held:	From: Month _____ Year _____ To: Month _____ Year _____
Reason for Leaving:	
Company Name and Mailing Address:	
Supervisor's Name & Title:	Supervisor's Phone #
Position Held:	From: Month _____ Year _____ To: Month _____ Year _____
Reason for Leaving:	
Company Name and Mailing Address	
Supervisor's Name & Title:	Supervisor's Phone #
Position Held:	From: Month _____ Year _____ To: Month _____ Year _____
Reason for Leaving	
Company Name and Mailing Address	
Supervisor's Name & title:	Supervisor's Phone #
Position Held:	From: Month _____ Year _____ To: Month _____ Year _____
Reason for Leaving:	
Company Name and Mailing Address	
Has Any Company Ever Refused to Bond You? Yes_____	No_____
If Yes, Please Explain:	

**SECTION IV: CRIMINAL HISTORY**

<p><b>If you answer "yes" to any of the following questions in Section IV, a complete explanation of the event(s) must be attached to this application. Indicate the finding or conviction, nature and details of the case, including the case disposition, location, court, and case number.</b></p>	
1. Are you currently on probation, parole or community supervision for a felony offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever committed fraud, dishonesty, corruption or material misrepresentation in applying for a certificate or on a certificate examination in this state or another state?	Yes                      No
3. Have you ever been convicted of a felony or a misdemeanor?  The fact that you entered into a plea bargain or pled "no contest" or that your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or that your civil rights have been restored does not mean that you can answer the question "No". You MUST answer "Yes" and provide details of the offense and explain.  Do not answer "Yes" if you have only minor civil traffic violations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you currently named in an outstanding arrest warrant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you have any charges pending for a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever been adjudicated as incapacitated pursuant to Title 14, Arizona Revised Statutes or ordered by a court to have treatment pursuant to Title 36, Arizona Revised Statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever had a private process server appointment denied, revoked or suspended, in any state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever had any disciplinary action taken against you as a private process server (e.g. reprimand, censure, fine or other penalty) in any state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you ever been found liable in a civil lawsuit, which included an allegation of misrepresentation, fraud, misappropriation, material omission, theft or conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Has any court ever held an Order to Show Cause hearing regarding your performance as a private process server?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*\*\*FELONY AND/OR MISDEMEANOR OFFENSES\*\*\* Explain in detail. (if more room is needed attach extra sheet)**

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**SECTION V: GENERAL INFORMATION**

Have you ever served process in another state? If yes: State: _____ County: _____ Dates: From: _____ To: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you taken a private process server test in this state in the past three months? If yes: County: _____ Date: _____ Test Score: _____ Passed? <input type="checkbox"/> Failed? <input type="checkbox"/> Explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be self-employed? If no: Name of Employer:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Address:  Telephone #.
Why do you want to be a process server? Attach your response to this application.

**SECTION VI: AUTHORIZATION AND RELEASE**

Having filed this application, I hereby consent to having an investigation made of my moral character, professional reputation, and fitness for private process server certification. I agree to give any further information, which may be required in reference to my past or current record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, records, and other information including documents, records, charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, to permit the Private Process Server Certification Program, the Clerk of the Superior court, all agents or representatives, the Presiding judge or designee, to inspect and make copies of such documents, records, and other information.

I release, discharge, and exonerate the Private Process Server Certification Program, the Clerk of the Superior Court, all agents and representatives, the Presiding Judge or designee, the State of Arizona, and any person furnishing information pursuant to this Authorization and Release from all liability which may arise from the investigation made by the Private Process Server Certification Program, the Clerk of the Superior Court, all agents and representatives, the Presiding Judge or designee.

I agree to be fingerprinted and authorize the release of all information to the Private Process Server Certification Program, the Clerk of the Superior Court, all agents or representatives, and the Presiding Judge or designee.

**SECTION VII: OATH OR AFFIRMATION AND VERIFICATION**

**STATE OF ARIZONA )**  
**County of Mohave ) ss.**

I understand willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is a ground for refusing to issue or renew a certificate or for revoking a certificate.

Being duly sworn and under oath or affirmation I acknowledge that I have read this application form and that all statements are true and complete to the best of my knowledge and belief and that my Authorization and Release is freely given.

I have received a copy of the administrative rules governing private process servers as adopted by the Arizona Supreme Court.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public /Deputy Clerk

**REFERENCE FORM FOR PRIVATE PROCESS SERVER**

The following questions pertain to \_\_\_\_\_, who is applying to be a private process server. This individual has selected you as a reference. Please provide complete and accurate answers to the questions asked below.

You may give this to the applicant or deliver it or mail it to the Clerk of the Superior Court at the address listed below. (The form may also be dropped off at the Lake Havasu or Bullhead City Satellite Courts)

The application cannot be completed without this reference form.

Your Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

How long have you known the applicant?

\_\_\_\_\_

What is your relationship with the applicant? (Friend, Neighbor, Co-worker...)

\_\_\_\_\_

Are you aware of any reason why this court should not grant approval for this applicant to be a private process server? YES NO (Please check)

IF YES, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that this reference form is complete and accurate to the best of my knowledge and belief.

I understand my answers may be verified by court personnel.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Return this form to the applicant or deliver/mail it to:

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415 East Spring Street  
P.O. Box 7000  
Kingman, AZ 86402

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How long have you known the applicant?

\_\_\_\_\_

What is your relationship with the applicant? (Friend, Neighbor, Co-worker...)

\_\_\_\_\_

Are you aware of any reason why this court should not grant approval for this applicant to be a private process server? YES or NO (Please circle)

IF YES, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that this reference form is complete and accurate to the best of my knowledge and belief.

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