



42 Broadway
New York, NY 10004

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nyc.gov/dcwp

PROCESS SERVER INDIVIDUAL ELECTRONIC DEVICE CERTIFICATION

Process Server Individual Name:	
Process Server Individual DCWP License Number (if applicable):	
Home Address:	

Section I – to be completed by Process Server Individual

I affirm the following:

1. I have read section 20-410 of subchapter 23 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).
2. I will carry and operate a mobile device that makes an electronic record of the date, time, and location of where process is served or attempted to be served using Global Positioning System (GPS) or Assisted-Global Positioning (A-GPS) technology. The mobile device must meet the requirements outlined in 6 RCNY section 2-233b.

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

- ☐ The Process Serving Agency for whom I serve process will provide me with the device and services required by 6 RCNY section 2-233b. See Section II on the next page.
- ☐ I have entered into a contract with the independent third party below to provide me with the device and services required by 6 RCNY section 2-233b.

Contractor Name:	
Contractor Address:	
Account Number:	
I will submit an amended Certification within two days of entering a contract with a different contractor.	

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

Signature

Date

Print Name

Continued on Next Page →

Section II – to be completed by Process Serving Agency (if applicable)

I affirm the following:

1. I am authorized (e.g., owner, sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) to complete this Certification on behalf of the Process Serving Agency named below.

Process Serving Agency:	
DCWP License Number:	

2. The Process Serving Agency will provide the Process Server Individual named on this Certification with the required electronic device to record service.
3. The Process Serving Agency has entered into a contract with the independent third party below to provide the device and services required by 6 RCNY section 2-233b.

Contractor Name:	
Contractor Address:	
Account Number	

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

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

Signature

Print Name

Print Position/Title

Date