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[nyc.gov/dcwp](http://nyc.gov/dcwp)

# PROCESS SERVER INDIVIDUAL TRUST FUND ENROLLMENT FORM

New York City Administrative Code Section 20-406.1 requires Process Server Individuals to post a surety bond for the duration of the license period. Individuals who demonstrate to the Department of Consumer and Worker Protection (DCWP) that they are unable to obtain a bond must instead pay into a Trust Fund established by DCWP.

All payments to the Trust Fund will be held in trust by the Fund to provide for the payment of outstanding awards to aggrieved consumers and fines owed to the City and are nonrefundable.

If a licensee fails to comply with the laws, rules, and regulations enforced by DCWP and DCWP has revoked the licensee's license, or the licensee has surrendered its license or failed to renew it, Fund money may be used to satisfy an Order or court judgment. After reviewing Fund resources, the Commissioner or the Commissioner's designee will decide whether to order partial payment of awards, fines, and/or judgments from the Fund. Any payment of awards, fines, and/or judgments from the Fund does not relieve the licensee from legal obligations to satisfy Orders and/or court judgments.

Process Server Individual: \_\_\_\_\_  
*Name of License Applicant*

I affirm the following:

1. I have read and agree to the conditions outlined above.
2. I am unable to obtain a bond as required by Section 20-406.1 of the NYC Administrative Code. As proof, I will submit:
  - o Copies of applications submitted to two different surety bond companies AND
  - o ORIGINAL denial letters from the two sureties
3. I will pay \$1,000, by certified check or money order, to DCWP to join the Trust Fund.
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*