

BOARD OF PRIVATE SECURITY

301 South Park Ave
PO Box 200513
Helena MT 59620
Phone: (406) 444-6880

Email: UnitA@mt.gov Website: www.privatesecurity.mt.gov

PROCESS SERVER Renewal Application

Name: _____

License Number: _____

If your preferred mailing address has changed, please list your new address below:

Preferred mailing address: _____

City, State and Zip Code: _____

Your Montana Process Server license expires on **March 1**.

Active Renewal Fee: \$0.00

Inactive Renewal: \$0.00

Active Late Renewal: \$200.00 (if Postmarked after March 1)

Please follow the instructions below in order to renew your license:

- 1) **IMPORTANT FEE NOTICE:** For the 2019/2020 renewal cycle, there is **NO (zero, \$0)** renewal fee for companies, individuals, and endorsements. If a renewal is submitted after the official renewal cycle deadline of March 1, the full renewal fee, the late fee, and all endorsement fees will apply. **You must still submit the renewal paperwork electronically or by mail for your license to be renewed.** This fee abatement applies to this renewal cycle only.
- 2) In accordance with MCA 25-1-1111 Bond required – levy limited (1) after completing the requirements in Title 37, Chapter 60, for registration, a process server shall provide the Board of Private Security with proof of a surety bond of \$10,000 for an individual.
I affirm that I currently have a surety bond in the amount of at least \$10,000. Please attach a current proof of surety bond verifying the minimum of \$10,000 with your renewal application.
I do not have a current surety bond in the amount of at least \$10,000.
- 3) Answer the disciplinary question, sign and date the renewal application, and return it to the Board office with the appropriate fees and other required documentation (if applicable) before March 1.

Statement: By signing the application below, I declare under penalty of perjury that any false statement may lead to subsequent suspension or revocation of licensure on ethical grounds.

CONTINUING EDUCATION: I understand I have a recurring duty to comply with continuing education, certification, or other requirements established by ARM 24.182.2103 and that I may be audited for compliance with these requirements. I understand my license may be subject to disciplinary action, or administratively suspended until I meet the requirements of the rule stated above.

Have any legal or disciplinary actions been instituted against you or any of your professional licenses since either your initial licensure in Montana or since you renewed your license, whichever occurred latest?

Yes

If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Section 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

Signature: _____

Date: _____