

BOARD OF PRIVATE SECURITY

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Helena MT 59620

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Email: dlibsdp@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**.

Renewal fee: \$100.00

Late Renewal Fee: \$100.00 (if Postmarked after March 1)

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

- 1) Submit a check or money order in the amount of \$100.00 made payable to the Board of Private Security.
DO NOT SEND CASH
NOTE: Renewals postmarked after March 1 are subject to an additional \$100.00 late fee, increasing the total amount due to \$200.00.
- 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.

_____ I do not have a current 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.

- 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.

Incomplete or unsigned renewal applications will not be processed and will be returned, which may be subject to the late fee if not post marked on or before March 1.

Yes ___ No ___ 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? 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.

Signature: _____

Date: _____

DO NOT SEND CASH