



ARIZONA SUPREME COURT  
Legal Document Preparer Program

**APPLICATION FOR INITIAL  
CERTIFICATION AS A  
BUSINESS ENTITY**

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

This document can be made available in large format or on audio tape upon request. Please contact the Legal Document Preparer Program at (602) 364-2378 or (602) 542-9545 (TDD).

**INSTRUCTIONS:**

1. CAREFULLY READ INSTRUCTIONS ON PAGE EIGHT. Your application must be typed or printed in ink.
2. Complete ALL PAGES and SUBMIT ALL documentation requested on this form.
3. If any section of this application does not apply, indicate by "N/A".

Note: Information contained on pages one and two of the application may be confidential pursuant to Court Rule. Do not include personal identifying information (social security number, date of birth, home address, etc.) in the remainder of the application or any attachments.

**SECTION I: APPLICANT INFORMATION**

Organization Legal Name:

List ALL assumed, dba's or trade names:

Business Address to appear on certificate and Judicial Website:

(Street Address)

(City)

(State)

(Zip)

Business Telephone Number: ( )

Business Fax Number: ( )

Business E Mail Address:

Date business formed: (Month/Day/Year)

Check appropriate business organization:  Corporation  Limited Liability Co.  Partnership  Sole Proprietorship

**Copies of Articles of Incorporation/Organization and a Certificate of Good Standing issued from the Arizona Corporation Commission or Partnership Agreements MUST be attached with the application as applicable.**

Designated principal's name and address:

(Street Address)

(City)

(State)

(Zip)

**SECTION II: BUSINESS ENTITY MEMBER(S) INFORMATION : Provide the following information for ALL Members, Partners, Managers, Officers, Directors, and Owners: (add additional pages if necessary)**

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:		
Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
Home Telephone Number: (    )			

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:		
Address - Physical Street Address (may not be a P.O. box)			
(Street Address)	(City)	(State)	(Zip)
Home Telephone Number: (    )			

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:		
Address - Physical Street Address (may not be a P.O. box)			
(Street Address)	(City)	(State)	(Zip)
Home Telephone Number: (    )			

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:		
Address - Physical Street Address (may not be a P.O. box)			
(Street Address)	(City)	(State)	(Zip)
Home Telephone Number: (    )			

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:		
Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
Home Telephone Number: (    )			

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:		
Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
Home Telephone Number: (    )			

NAME OF BUSINESS ENTITY: \_\_\_\_\_

**SECTION III: BUSINESS DESCRIPTION OF BUSINESS ORGANIZATION**

Provide a brief description of the general nature of the business being conducted:

**SECTION IV: LEGAL DOCUMENT PREPARER RELATED ACTIVITIES PERFORMED**

List the legal document preparer experience of the business if not listed in the Business Description Section above:
List <b>ALL</b> locations where this business is providing legal document preparation services :
(Street) (City) (State) (Zip)
Other occupational or professional licenses held by the business entity:
Expiration date:

**SECTION V: BACKGROUND INFORMATION.** *If the answer to any of the following questions is “Yes”, indicate date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number: (attach additional sheets, if necessary)*

<b>Has the business entity or ANY officer, director, partner, member, manager, or owner ever been found guilty of any felony or misdemeanor?</b>  <i>(The fact that the officer, director, partner, member, manager, or owner entered into a plea bargain or pled “no contest”, or that the conviction has been vacated, pardoned, expunged, dismissed, or appealed, or that the civil rights have been restored does not mean that the question can be answered <b>no</b>. If the answer is <b>yes</b>, give details of the offense, and explain. Do not answer <b>yes</b> or give details if the offenses are only minor civil traffic violations.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever had any business or professional license or certification denied, restricted, censored, suspended, or revoked by any judicial, administrative, or professional entity?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has any ANY officer, director, partner, member, manager, or owner in the business ever been disbarred in any state, or been the subject of any adversarial action taken by any court, state or federal administrative or regulatory agency?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever voluntarily surrendered a license OR entered into a consent agreement during the course of, or as the result of, an investigation or disciplinary proceeding?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever</b> had an administrative or court order entered against themselves as individuals or on behalf of any business entity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever</b> had any other disciplinary action taken against a license, whether administrative order, reprimand, censure, fine or other penalty, by any court, state or federal administrative or regulatory agency?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever</b> committed, or been found to commit, fraud, dishonesty, corruption or material misrepresentation in applying for a professional license or certificate OR on a license or certificate examination in this state or any other?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever</b> been a party in a civil lawsuit?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner</b> entered into any licensing or franchising agreement with any other business entity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever</b> held interest in any business entity that holds interest in another business entity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the business entity, or ANY officer, director, partner, member, manager, or owner ever</b> been the subject of a court sanction/order, a complaint to the State Bar of Arizona or the Better Business Bureau, or been contacted by any prosecutorial, judicial, or administrative agency?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Does the business entity, or ANY officer, director, partner, member, manager, or owner have</b> an outstanding warrant(s) or currently on probation, parole, or community supervision in any jurisdiction?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Does or has the business entity</b> employ (past or present) or have any corporate officer who has previously been denied legal document preparer certification?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION VI: ACKNOWLEDGMENT OF DESIGNATED PRINCIPAL: Read the following, sign this page, and have it notarized.**

I, \_\_\_\_\_, the designated principal pursuant to Judicial Administration Code §7-208 (F)(6), agree to ensure that:

- a) **I will prepare and submit**, WITH THIS APPLICATION, a list of all Certified Legal Document Preparers and all trainees acting for, or on behalf of, the business entity.
- b) **I will file** with the Program Coordinator a list of all Certified Legal Document Preparers and all Trainees acting for, or on behalf of, the business entity **by June 30<sup>th</sup> of each year**.
- c) **I will notify** the Program Coordinator, *in writing*, of any changes in employee or trainee status within 30 days of any change.
- d) **I will actively and directly supervise** all other Certified Legal Document Preparers, Trainees, and staff working for, or on behalf of the business entity.
- e) **I will represent** the business entity, at the discretion of the entity, in any proceeding under this code section.
- f) **I will notify** the Program Coordinator within 30 days if I am no longer in a position to continue serving as the designated principal for the business entity.
- g) **I will make** all Certified Legal Document Preparers, Trainees, and staff of the business aware that they are **bound by the Code of Conduct** for Certified Legal Document Preparers as promulgated by the Arizona State Supreme Court.
- h) **I will file**, *in writing*, with the Program Coordinator, a notice of any changes in members, partners, managers, officers, directors, and owners of the business entity within **30 days** of any change.
- i) **I have read and reviewed** Arizona Supreme Court Rule 31 and Arizona Code of Judicial Administration §7-208 and understand and agree to abide by and uphold both the Rule and the Code.

\_\_\_\_\_  
Signature of Designated Principal

**Single Acknowledgment**

THE STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes expressed, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Arizona

\_\_\_\_\_  
Notary's name printed:

My commission expires: \_\_\_\_\_

**SECTION VII: AUTHORIZATION AND RELEASE: read the following, sign this page and have it notarized.**

Having filed this application, **I hereby consent** to having an investigation made of the businesses character, professional reputation, and fitness for Legal Document Preparer certification. I agree to give any further information which may be required in reference to the past record of the business.

**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 the business, formal or informal, pending or closed, or any other pertinent data, and to permit the Arizona Supreme Court Legal Document Preparer Program, or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

**I release, discharge, and exonerate** the Arizona Supreme Court, its agents and representatives, 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 Arizona Supreme Court Legal Document Preparer Program.

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

\_\_\_\_\_  
Full Signature of Designated Principal

**AFFIDAVIT OF VERIFICATION - BUSINESS ENTITY ACKNOWLEDGMENT**

THE STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_,

**Being duly sworn, I, \_\_\_\_\_ on behalf of \_\_\_\_\_,** depose and say that I have read the foregoing, and each statement and answer made, together with the Authorization and Release and under penalty of perjury, swear that all such answers, statements and data attached to this application are true and correct. Willful misrepresentation of any fact required to be disclosed in any application, or accompanying statement, is grounds for refusing to issue or renew certification, or for revoking or suspending a certificate..

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_,  
Title Exact Business Entity Legal Name

a corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose expressed, in the capacity stated and as the act and deed of said corporation, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Arizona

\_\_\_\_\_  
Notary's Name Printed

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

**SECTION VII: CERTIFIED LEGAL DOCUMENT PREPARERS and TRAINEES: *List ALL individuals who prepare legal documents on behalf of the business entity, including employees, trainees, contractors, and volunteers. If an individual has an application pending for individual legal document preparer certification, write "pending" in the AZCLDP # box. Add additional pages if necessary.***

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:		
Home Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
AZCLDP #:		Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:		
Home Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
AZCLDP #:		Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:		
Home Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
AZCLDP #:		Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:		
Home Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
AZCLDP #:		Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Legal Last Name, Full First Name, Full Middle Name:	Social Security Number:		
Home Address - Physical Street Address (may not be a P.O. box):			
(Street Address)	(City)	(State)	(Zip)
AZCLDP #:		Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Application Instructions and Additional Information

- 1. Instructions.** Carefully read all instructions prior to completing the application. Incomplete application submissions will result in the rejection of the application. To obtain additional assistance, e-mail [LegalDocumentPreparer@supreme.sp.state.az.us](mailto:LegalDocumentPreparer@supreme.sp.state.az.us), or call the Legal Document Preparer Program at (602) 364-2378, or visit the Arizona Judicial Department Web site at <http://www.supreme.state.az.us/cld/ldp.htm>
- 2. Completion.** Clearly print or type all information. Pursuant to Arizona Code of Judicial Administration §7-208 (E)(3)(c)(2), incomplete applications will not be accepted. Pursuant to ACJA §7-208 (E)(3)(b)(3), you have one year to complete the certification process. After one year, you will be required to submit a new application and new fees.
- 3. Business Entity Documentation.** As noted on Page 1 of 5 of the application, All Corporations and Limited Liability Companies making application for certification MUST submit, along with the application, a copy of the entity's Articles of Incorporation/Organization AND a current certificate of Good Standing from the Corporation Commission.
- 4. Designated Principal.** Pursuant to Arizona Code of Judicial Administration §7-208 (E)(3)(c)(2), the designated principal for the business entity must be certified as an individual.
- 5. Certified Legal Document Preparers.** Attach to this application a list of ALL certified legal document preparers and ALL trainees acting for, or on behalf of, the business entity. **Note: Trainees must be ineligible for certification based on not meeting the educational and experiential minimum requirements only. A individual previously denied certification for any other reason is NOT eligible for trainee status. [See Arizona Code of Judicial Administration §7-208 (F)(5)].**
- 6. Fees.** All applicable **NON-REFUNDABLE** fees shall accompany this application and be made payable to the Arizona Supreme Court. Initial application fees are \$300.00, per application.
- 7. Assumed Name (or D.B.A.) And Trade Names.** While conducting business as a Legal Document Preparer, a certificate holder shall use the name as shown on the certificate and shall not transact business in this state under an assumed name or under any designation, name or style, corporate or otherwise, other than the real name of the business entity unless the business entity files with the Program Coordinator a certificate setting forth the name under which business will be transacted.
- 8. AUTHORIZATION, RELEASE, OATH, AND AFFIRMATION.** Designated Principal signature and notary verification is required.
- 9. Background Information.** If you answered "YES" to any question in the Background Section V of this application, you are required to submit a **SIGNED and NOTARIZED** statement describing, **in detail**, all incidents including: (1) names of all parties involved, (2) dates and locations, (3) the names and localities of any courts and/or administrative agencies involved, (4) the assigned case or action number, (5) the disposition of each matter, (6) whether the conviction, plea, or finding was for a felony, misdemeanor, or open-ended charge, and, (7) any finding of liability.
- 10. Submission.** Please submit your completed application, related attachments, and fees to:

**Legal Document Preparer Program  
Arizona Supreme Court  
1501 W. Washington, Suite #104  
Phoenix, AZ 85007  
(602) 364-2378**

- 11. Notification.** Your cancelled check is proof we have received your application. You will be notified in writing of the decision by the Board of Legal Document Preparers regarding your application.