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**ARIZONA CORPORATION COMMISSION**

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Director, Corporations Division

## **NOTICE TO PROCESS SERVERS**

**The Arizona Corporation Commission (“ACC”) procedure for accepting service of process is being simplified. The procedure is outlined below.**

The following is required to serve an entity through the ACC:

1. Two (2) copies of each document being served (e.g., 2 copies of the summons and complaint, or 2 copies of a motion);
2. A check for \$25.00 for each instance of service (e.g., one check for a summons and complaint, or one check for each motion being served);
3. A written statement, affidavit, or declaration, certifying under the penalty of perjury that, upon the signer’s information, knowledge, and belief, the entity has either failed to appoint a statutory agent or failed to maintain a statutory agent at the statutory agent address shown on the records of the ACC.
  - The ACC has a form for this written statement, available at the Records Section counter or online at this link:  
<http://www.azcc.gov/Divisions/Corporations//Statement-for-Service-of-Process.pdf>
  - Use of the ACC form is not required – any written statement that contains the required information is sufficient.
  - A declaration or affidavit from a registered process server that documents the attempted service upon the statutory agent at the statutory agent’s address shown on the records of the ACC will fulfill the requirement of the written statement.

Pursuant to its statutory obligation, the ACC will mail the documents served to the entity at the entity’s last known place of business address on file. The ACC will prepare a Certificate of Mailing in connection with the received service of process. Upon request and payment of the copying charge and, if applicable, a certification charge, the ACC will provide a copy or a certified copy of the Certificate of Mailing.

### **IMPORTANT:**

By receiving service, the ACC does not represent or guarantee that the service is legally valid. The legal validity of service of process in connection with a lawsuit is determined by the court, not by the ACC.