



DEPARTMENT OF CONSUMER AFFAIRS  
**COURT REPORTERS BOARD**  
 OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833  
 Phone (916) 263-3660 / Toll Free: 1-877-327-5272  
 Fax (916) 263-3664 / [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)



## NON-CSR-OWNED FIRM REGISTRATION RENEWAL INFORMATION

Your firm registration expires annually on the last day of the month it was originally issued. Your registration is delinquent the day after the expiration date. You must not offer court reporting services without a current registration. To renew your registration please choose one of the following options:

- Renew the registration online on the Board's website at [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov), clicking on the orange "Online License/Firm Registration" button, and following the prompts. You will be charged a convenience fee of 2.3%. If you renew your registration online, please do not return the form below.

**OR**

- Complete and submit the Non-CSR-Owned Court Reporting Firm Application for Renewal below with a check or money order made payable to the Court Reporters Board of California. The attestation **MUST** be signed by the Reporter-In-Charge (RIC) and completed in its entirety. Failure to do so may result in the registration not being considered for renewal.

Your "Address of Record" can be found on the [Public License Search](#). The Board is required to maintain an address for each firm which is a matter of public record. To change the RIC please email [Kim.Kale@dca.ca.gov](mailto:Kim.Kale@dca.ca.gov) for direction.

Per AB3252, effective January 1, 2025, you shall provide the Board with a valid public email address. Your public email address can be found on the [Public License Search](#).

You may not submit a renewal application more than 60 days prior to the registration expiration date. Your registration expiration date can be found on the [Public License Search](#).

## NON-CSR-OWNED COURT REPORTING FIRM APPLICATION FOR RENEWAL

The renewal application must be signed by the RIC on record with the Board.

I attest all of the information on this renewal form is true and correct.

\_\_\_\_\_  
 RIC Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

|                   |                       |                                   |
|-------------------|-----------------------|-----------------------------------|
| Registration No.: | Registration Expires: | <b>Annual<br/>Renewal<br/>Fee</b> |
| CRF               |                       | <b>\$500</b>                      |

Firm Name: \_\_\_\_\_

Public Email Address: \_\_\_\_\_  
 (Required)