



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 which appears on this form. You must not offer court reporting services without a current registration. To renew your registration please choose one of the following options:

- 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 and completed in its entirety. Failure to do so may result in the registration not being considered for renewal.

**OR**

- 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 2.99%. If you renew your registration online, please do not return the form below.

Please note, all firms with changes to contact information must first submit their changes to the Court Reporters Board (Board) by emailing [Kim.Kale@dca.ca.gov](mailto:Kim.Kale@dca.ca.gov). Please include the firm name and registration number, old contact information and new contact information. Your "Address of Record" is on the internet at [search.dca.ca.gov](http://search.dca.ca.gov). The Board is required to maintain an address for each firm which is a matter of public record. To change the Designated Reporter in Charge (DCRC) please email [Kim.Kale@dca.ca.gov](mailto:Kim.Kale@dca.ca.gov) for direction.

You may not submit a renewal application more than 60 days prior to the registration expiration date. To see your registration expiration date, visit [search.dca.ca.gov](http://search.dca.ca.gov).

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

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

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

\_\_\_\_\_  
 Signature Date Print Name

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

DCRC: \_\_\_\_\_

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