



## 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



### APPLICATION FOR DUPLICATE LICENSE

PLEASE TYPE OR PRINT

Name (Last, First, Middle)		CSR No.
Address (Number and Street)		
City	State	Zip Code
Telephone Number (Optional) (     )		Alternate Number (Optional) (     )
<i>(Phone numbers are confidential and for Board use only)</i>		
Email Address (Optional – For Board Use Only)		
<b>If your license is in a delinquent or cancelled status, a duplicate/replacement Wall Certificate or Pocket License cannot be issued.</b>		
Check the appropriate box and submit the correct fee with this form. Remit by check or money order payable to the Court Reporters Board. <b>DO NOT SEND CASH.</b>		
<input type="checkbox"/> Wall Certificate – \$5.00 <input type="checkbox"/> Pocket License – No Charge		
Reason for Duplicate/Replacement License:		
<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never received license <input type="checkbox"/> Damaged/Destroyed <input type="checkbox"/> Name Change* (Please include name change form and required documentation.) <input type="checkbox"/> Address Change* (Please include address change form.) <input type="checkbox"/> Other (Please explain):		
<b>*The license or certificate being replaced must be returned with this form.</b>		
The Court Reporters Board will mail the new Wall Certificate or Pocket License to your address of record in approximately four to six weeks.		
Signature		Date



## **COURT REPORTERS BOARD OF CALIFORNIA**

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### **NOTICE ON COLLECTION OF PERSONAL INFORMATION**

#### **Collection and Use of Personal Information**

The Court Reporters Board of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code, Chapter 13, Article 3 and the Information Practices Act. The Court Reporters Board uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

#### **Mandatory Submission**

Unless specified optional, submission of the requested information is mandatory. The Court Reporters Board cannot consider your application for licensure or renewal unless you provide all of the requested information.

#### **Access to Personal Information**

You may review the records maintained by the Court Reporters Board that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

#### **Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

#### **Contact Information**

For questions about this notice or access to your records, you may contact Kim Kale at Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833, by phone at (877) 327-5272, or by e-mail at [Kim.Kale@dca.ca.gov](mailto:Kim.Kale@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

**NOTICE:** Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.