



## 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



### PLEASE SUBMIT THIS FORM WITH YOUR CHECK OR MONEY ORDER

### APPLICATION FOR LICENSURE FOR NEW LICENSEE

*The Court Reporters Board is required by law to have an address of record for each of its licensees. This address is provided to the public. You may also select a second address that is not disclosed to the public but is used by the Board to contact you.*

Name (Last, First, Middle)		
Address of Record (An Address of Record is Required and is Provided to the Public)		
City	State	Zip Code
Telephone Number (      ) (Optional – For Board Use Only)	Alternate Number (      ) (Optional – For Board Use Only)	
Alternate Address (Optional – For Board Use Only)		
City	State	Zip Code
Date of Birth (MM/DD/YYYY)	Email Address (Optional - For Board Use Only)	
Have you ever served in the United States military?    Yes _____    No _____		

On the next line PRINT your name **EXACTLY** as you wish it to appear on your certificate (*If different from the name of your application, please submit documentary proof of change; a copy of your marriage certificate or divorce decree.*):

**I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If additional space is needed to complete any section of this application, use additional sheets and attach hereto.

**Military Applicants and Spouses**

Per Business and Professions Code Section 115.5, the licensure process will be expedited for an applicant who meets both of the following requirements:

- (1) Supplies evidence satisfactory to the board that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.
- (2) Holds a current license in another state, district, or territory of the United States in the profession or vocation for which he or she seeks licensure from the board.

**Refugee, Asylum or Special Immigrant:** Do any of the following apply to you?

Business and Professions Code section 135.4 provides that the Court Reporters Board must expedite, and may assist, the initial licensure process for certain applicants described below.

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

Yes \_\_\_\_\_ No \_\_\_\_\_

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

**RETURN TO:** Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833.



## **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.