

**PROCESS SERVER REVIEW BOARD**

APPOINTED BY

**THE SUPREME COURT OF TEXAS**

**CHANGE OF ADDRESS AND/OR NAME FORM**

**THIS FORM MUST BE TYPED**

<b>Supreme Court Certification Number</b>	<b>Full Legal Name: (Last, First, Middle)</b>
<b>Is this a name change: (ORIGINAL supporting documentation required for name changes. (e.g. copy of marriage license, divorce decree, or court order).</b>	
<input type="checkbox"/> Yes (or) <input type="checkbox"/> No	<b>Reason for name change:</b>
<b>Name as you wish it to appear: (Last, First, Middle)</b>	
***NAME TO BE USED AS A PROCESS SERVER: When asked to provide the name to be used as a Process Server, you should enter the name exactly as you intend to sign documents when serving process. The name you choose to enter can be the full legal name or a variation thereof. For instance, if your full legal name is Jonathan James Doe, you may choose to qualify as a Process Server under the name Jonathan J. Doe or Jon Doe instead of your full legal name but must include both a full first or second name and your surname. Initials alone will not be accepted. The name that you choose to enter will be the name that appears on the on the Complete Statewide List of Certified Process Servers posted on the PSRB Website. When serving process, you should sign your name exactly as it appears in the Complete Statewide List of Certified Process Servers.	

<b>HOME ADDRESS (FOR FILE):</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code + Four</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	

<b>EMPLOYER INFORMATION:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code + Four</b>
<b>Work Phone:</b>	<b>Fax Phone:</b>	

<b>ADDRESS INFORMATION FOR POSTING ON PSRB WEBSITE:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code + Four</b>
<b>Contact Phone:</b>	<b>Fax Phone:</b>	
<b>Email Address:</b>		

**DO NOT LEAVE FIELDS BLANK. TO ENSURE ACCURACY IN UPDATING YOUR INFORMATION, PLEASE INDICATE IF FIELD REQUIRES NO CHANGE WITH THE NOTATION N/C.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please return this completed form to:**  
Process Server Review Board  
P.O. Box 12066 • Austin, TX • 78711-2066