



California Certified Legal Secretary  
A Program of LPI®



## REQUEST FOR EXTENSION TO RECERTIFY

Email this Request to: **Maria Bishop, CCLS:** [ccls.cbchair@legalprofessionalsinc.org](mailto:ccls.cbchair@legalprofessionalsinc.org)

- I hereby request an extension of six months to recertify. I realize that I am entitled to only one extension and that my next recertification deadline will be based on my original deadline date.
- EXTENSION FEE (\$25) **CHECK PAYABLE TO "Legal Professionals Incorporated"** and mailed to Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549, or by credit card.
- Stripe (\$25) (an Invoice will be sent)  (Check (\$25) mailed to: Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549)

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**PERSONAL/WORK CONTACT INFORMATION**  
(Please provide both.)

**NAME:** \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Work: Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

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Space below for CCLS® Certifying Board use only.

Date Received: \_\_\_\_\_

Database Updated: \_\_\_\_\_