



California Certified Legal Secretary  
A Program of LPI®



**REQUEST FOR EXTENSION TO RECERTIFY**

Mail/Email this Request together with \$25 fee to the following address:

**Sally Butterworth, CCLS**

**895 Rushings Trace, Alpine, CA 91901** or via email to:

ccls.cbm4@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) PAYABLE TO "LPI" (subject to change without notice)**

**Stripe (\$25) (an Invoice will be sent**

**(Check (\$25) mailed to: 895 Rushings Trace, Alpine, CA 91901**

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

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: \_\_\_\_\_