PROCESS SERVER APPLICANT CHECK LIST

_____1. Must be at least 18 years of age.

_____2. Have no mental or legal disability.

_____3. Must be permanent resident of the State of Florida.

_____4. Signed Affidavit of Experience (all applicants must complete orientation, regardless of experience.

_____5. Copy of current valid Driver License.

_____6. Attach proof of "Surety" bond in the minimum amount of $5,000.00. The bond must reflect effective date, expiration date, and name "Seminole County Sheriff's Office" as obligee.

_____7. Name, date of birth, and social security number.

_____8. Residence and business addresses and phone numbers.

_____9. Names, addresses and telephone numbers of the applicant's immediate supervisor and employer (if applicable).

_____10. **$95.00 non-refundable payment** for processing, fingerprinting and application fee. Payment shall be payable to the **Seminole County Sheriff's Office**. Applicants will present a completed application (notarized), Certified Process Server training certificate from one of the approved vendors, proof of bond and the aforementioned fee to the Seminole County Sheriff's Office Civil Section prior to fingerprinting or background check. Fingerprinting will be completed at the Seminole County Sheriff's Office Civil Section.

Payment methods: Cashier's check, money order or cash. No personal/business checks will be accepted. Once the application has been processed and background check completed, the applicant will receive notification to obtain an identification card from the Seminole County Sheriff's Office who prints the cards on behalf of the 18th Judicial Circuit. If your identification card is lost or stolen, an additional fee of $7.00 will be required for each additional card.

TRAINING PROGRAMS/LOCATIONS:

1. **Avalon Legal Information Service**
   PO Box 291745, Port Orange, FL 32129-1745 Phone: (386) 760-6520

2. **St. Petersburg College – Judicial Process Server Course**
   13805 58th Street North, Largo, FL 33756 Phone: (727) 341-4445

PLEASE SUBMIT ALL COMPLETED APPLICATION DOCUMENTS TO:

Seminole County Sheriff's Office

Civil Section

201 N. Park Ave.

Sanford, FL 32771

Phone: (407) 665-6640

Please note: Any documents requiring notarization **must be notarized prior** to submitting the application to the Civil Section. Each Process Server is responsible for renewing their certification annually. Incomplete applications only slow the process; please use this checklist as a guide. Please update the Seminole County Sheriff's Office Civil Section of any changes to your address or phone number during the year. **Certified Process Servers are not employees of the Eighteenth Judicial Circuit or the Seminole County Sheriff's Office**. Please contact the Seminole County Sheriff's Office Civil Section with any questions.