

PROCESS SERVER NEW-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. Original application package.
- _____ 11. \$275.00 non-refundable payment for processing, application fee and instruction. (\$ 95.00 payable to the Seminole County Sheriff's Office and \$180.00 payable to Avalon Legal Information Services, Inc.) Payment methods: Cashier's check, money order or cash. No personal checks will be accepted.

Once the application has been processed, the applicant will receive notification to obtain an identification card from the Seminole County Sheriff's Office. If your identification card is lost or stolen, an additional fee of \$7.00 will be required for each additional card.

PLEASE RETURN 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.