

**APPLICATION FOR APPORINTMENT/RENEWAL AS CERTIFIED PROCESS SERVER  
FOR THE EIGHTEENTH JUDICIAL CIRCUIT OF FLORIDA**

NEW APPLICATION

RENEWAL

DATE \_\_\_\_\_ ID No. (Renewal only) \_\_\_\_\_

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Public Phone \_\_\_\_\_ Cell or Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver License No. \_\_\_\_\_ Issuing State \_\_\_\_\_

Employer Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Employer Address/City/State/Zip \_\_\_\_\_

Employer Phone & Extension \_\_\_\_\_

**Have you ever been ARRESTED for a Felony?**  YES  NO

**Have you ever been convicted of a Felony?**  YES  NO

**TCN NUMBER (If applicable)** \_\_\_\_\_

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***Official Use Only***

TRAINING CERTIFICATE: YES  NO  OATH: YES  NO  Application Complete \_\_\_\_\_

FEES PAID \_\_\_\_\_ BACKGROUND CHECK \_\_\_\_\_ TRAINING DATE \_\_\_\_\_

TEST SCORE \_\_\_\_\_

**APPLICATION FOR APPOINTMENT/RENEWAL AS CERTIFIED PROCESS SERVER  
FOR THE EIGHTEENTH JUDICIAL CIRCUIT OF FLORIDA**

Applicant's Name (Printed) \_\_\_\_\_

**NO ENTITLEMENT TO COMPENSATION**

I agree that my performance of any duties pursuant to my appointment as a Certified Process Server of the Eighteenth Judicial Circuit shall not entitle me to receive any compensation from the Eighteenth Judicial Circuit, Clerk of the Court, or the Seminole County Sheriff's Office for those services rendered. **Initials:** \_\_\_\_\_

**FLORIDA STATUTE 48.29 (3)(e) ACKNOWLEDGEMENT**

This is to certify that I, \_\_\_\_\_, do not have any pending criminal cases against me. There is no record of any felony convictions against me, nor a record of any misdemeanors involving moral turpitude or dishonesty with respect to me within the past five years.

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

**FLORIDA STATUTE 48.31 (2) ACKNOWLEDGEMENT**

I understand that Florida Statute 48.31 provides in part that:

A certified process server must be disinterested in any process he or she serves; if the certified process server willfully and knowingly executes a false return of service he or she is guilty of a felony of the third degree.

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

**FLORIDA STATUTE 48.29 (2) ACKNOWLEDGEMENT**

I certify that the information provided in this application is true and correct. I am at least 18 years of age. I have no mental or legal disability. I am a permanent resident of the state.

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

**AFFIDAVIT OF EXPERIENCE**

I, \_\_\_\_\_, as an applicant for an appointment as process server in the Eighteenth Judicial Circuit, do swear or affirm the following: I have \_\_\_\_\_ years of experience in the service of original process. (NOTE: Subpoenas are not original process.)

**OATH OF OFFICE FLORIDA STATUTE 48.29 (3) (h)**

I, \_\_\_\_\_, a permanent resident of the State of Florida, do hereby solemnly swear or affirm that I will honestly, diligently, and faithfully exercise the duties of a Certified Process server in the Eighteenth Judicial Circuit.

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known \_\_\_\_\_ Produced ID \_\_\_\_\_ Type of ID \_\_\_\_\_

My Commission expires: \_\_\_\_\_ Notary Public \_\_\_\_\_

State of Florida