

STEPS TO BECOME A PROCESS SERVER

**Note: New and Renewal class dates are posted on the website seminolesheriff.org
Application and registration fees are due 1 week prior to class**

Applications must be completed and can be obtained by downloading it from the website www.seminolesheriff.org or by picking it up in person from the Civil Section at the Seminole County Sheriff's Office Civil Section located at 201 N. Park Ave., Sanford, FL, 32771.

Completed applications along with full payment must be returned to the Civil Division of the Sheriff's Office to secure a reservation in the class.

The New Applicant will submit the completed application and payments prior to scheduled class date. Payments shall be made to the Seminole County Sheriff's Office in the amount of \$95.00 and to Avalon Legal Information Services, Inc., in the amount of \$180.00. Payment must be made by cashier's checks, money orders or cash only.

If the new applicant does not successfully pass the test, there will be a \$25.00 fee for the second test administered. If the applicant fails the second test, he/she will be required to start the entire procedure over.

Renewing Applicants will submit the completed application and payments prior to scheduled class date. Payments shall be made to the Seminole County Sheriff's Office in the amount of \$95.00 and to Avalon Legal Information Services, Inc., in the amount of \$75.00. Payment must be made by cashier's check, money orders or cash only.

Note: It is suggested that renewing applicants begin the process a minimum of 10 to 12 weeks prior to the date of expiration of their certification to ensure no lapse in certification. If a certified process server does not renew or activate the process server certificate within one year of his/her last expiration date or one year of completing the orientation, the applicant must submit a new application and attend the two-day orientation program.

During class, the applicant will be fingerprinted by a representative of the Sheriff's Office.

The Seminole County Sheriff's Office will document the applicant's payment and submit same to Financial Services, where a separate check is issued to FDLE and sent back to the Civil Section. The check is sent with a request to FDLE for a background check.

Upon receiving the results of the background check from FDLE (approximately 10-14 days), a letter is sent to the Chief Judge or his/her designee, who will either deny the application or grant same by order.

Once the order is granted, a copy is sent to the Clerk of the Court in Seminole County, Brevard County, Court Administration and the Seminole County Sheriff's Office.

The applicant (process server) is then notified as to the date, time, and location to obtain his/her identification card.