

## PROCESS SERVER APPLICANT CHECK LIST

(revised on 10/18/2023)

- Must be at least 18 years of age.
- Have no mental or legal disability.
- Must be a permanent resident of the State of Florida.
- Signed Affidavit of Experience (all applicants must complete orientation, regardless of experience).
- Copy of current valid Driver License.
- Attach proof of "Surety" bond in the minimum amount of \$5,000.00.  
**NOTE: The bond must reflect effective date, expiration date, and name "The Eighteenth Judicial Circuit of Florida" as obligee.**
- Name, date of birth, and social security number.
- Residence, business addresses, and phone numbers.
- Names, addresses, and telephone numbers of the applicant's immediate supervisor and employer (if applicable).
- Applicant will submit to electronic fingerprinting at the Seminole County Sheriff's Office, Human Resource Section. Fingerprinting hours are by appointment only on Monday and Thursday, between 9:00 am and 11:30 am. An administrative fee of \$5.35 will be required at the time of fingerprinting and a fingerprint card will be provided to the applicant. If using a credit/debit card, an additional processing fee of \$1.75 will be applied (Exact Change).

**NOTE: Please provide the ORI number (FL759069Z) to the fingerprint technician.**

**To make an appointment with the Seminole County Sheriff's Office. Use the below link <https://seminolecountysheriff039soffice.setmore.com/>**

- If you elect to get your fingerprints completed at other locations, please provide the ORI number and request a physical print out of your fingerprint card (preferred method). Otherwise you must write your **TCN** number on your application.

- Upon submission of fingerprints, applicants will have **30 days** to pay the **\$24.00** background fee to the Florida Department of Law Enforcement using the following link: <https://caps.fdle.state.fl.us/caps/homePage.jsf>

**NOTE: If the background fee is not completed within 30 days of fingerprint submission, the applicant will have to submit to electronic fingerprinting again.**

- Applicants will present a completed application (notarized), Certified Process Server training certificate from one of the approved vendors, proof of bond, and fingerprint card to the Seminole County Sheriff's Office Civil Section. Upon electronic receipt of background investigation from the Florida Department of Law Enforcement, an order will be submitted to the Chief Judge of the Eighteenth Judicial Circuit on behalf of the applicant for approval or denial.

Once the approval order has been received by the Seminole County Sheriff's Office Civil Section, the applicant will receive notification to obtain an identification card from the Seminole County Sheriff's Office who creates and issues the cards on behalf of the Eighteenth Judicial Circuit. If your identification card is lost or stolen, an additional fee of \$7.00 will be required for each additional card.

#### **EDUCATIONAL PROGRAMS/LOCATIONS:**

Each **NEW** applicant must successfully complete an orientation program in service of process and provide a copy of the certification of completion with your submitted packet to the Sheriff's Office. The orientation certificate expires one year after date of testing. If an applicant does not activate the new process server certification within one year of testing, the applicant must retake the orientation program.

Each **RENEWAL** applicant must successfully complete an annual renewal program **PRIOR** to the expiration date of the order of appointment/reappointment. If an applicant does not successfully complete an annual renewal program prior to the expiration date of the current order of appointment, the applicant must retake the orientation program AND begin the process as if a new applicant.

**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 58<sup>th</sup> 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 Avenue

Sanford, Florida 32771

**Phone:** (407) 665-6640

**Email:** ProcessServers@seminolesheriff.org

**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.