

Certified Process Server APPLICATION



Administrative Office of the Courts

Certified Process Server

Please Type or Print in Dark Ink

Completed Applications are Subject to Appropriate Public Records Disclosure Law

LAST NAME		FIRST		MIDDLE	
PAST LEGAL NAME(S) USED, if applicable					
HOME ADDRESS			TELEPHONE NUMBER		
			E-MAIL ADDRESS		
BIRTH DATE		SOCIAL SECURITY #		SEX M OR F	
RACE/ETHNIC GROUP (Please indicate for assistance in completing local, state, federal record searches) Alaskan Native American Indian Black (Non-Hispanic) Hispanic Pacific Islander White (Non-Hispanic)					
Have you been previously certified in and for Hillsborough County? YES or NO If yes, when and reason removed					
Have you ever been denied certification in Hillsborough County or another jurisdiction? YES or NO If yes, when and reason removed					
EDUCATION/TRAINING/SKILLS					
Did you graduate from high school? YES or NO			Date of Graduation		Highest Grade Completed
Name and Location of High School Attended					
High School Equivalent/GED			Date		Source
Name and Location of College/University		Dates Attended		Total Credits	Degree Earned
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Occupational/Professional Licenses or Certificates			
Type	Number	Date Obtained	Date Expires
Occupational/Professional Licenses or Certificates			
Type	Number	Date Obtained	Date Expires

LAST NAME	FIRST	MIDDLE
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PUBLIC RECORDS INFORMATION for publication on Certified Process Server List

Name/Company	
MAILING ADDRESS	TELEPHONE NUMBER
	E-MAIL ADDRESS OR WEBSITE

DRIVER/CRIMINAL HISTORY

Florida Driver's License#	Date Issued	Date Expires
Has your license ever been suspended or revoked? YES or NO If yes, what year?		
Have you ever been convicted of a felony or misdemeanor or are you presently on probation for any criminal offense? YES or NO If yes, record date, charge, court and disposition of case:		
Is there any pending criminal charge against you at this time? YES or NO If yes, explain:		

CITIZENSHIP/RESIDENCY

Are you a citizen of the United States? YES or NO	Are you a permanent resident of the State of Florida? YES or NO
If ALIEN status, check type of work authorization and record file number:	Verified by AOC Staff Date:
If NATURALIZED status, record the identification number of each of the following: Naturalization Certificate Number: U.S. Passport Number: Voter's Registration Number:	Verified by AOC Staff Date:

ARMED SERVICES

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Have you ever been a member of the U.S. Armed Services? YES or NO		ACTIVE DUTY DATES: FROM TO	
If YES, Type of Discharge: Honorable General Other/explain			
LAW ENFORCEMENT (needed to determine appropriate release of application information subject to public records disclosure law)			
Are you now or were you previously a law enforcement officer?		YES or NO	
Are you the spouse of an active or former law enforcement officer?		YES or NO	
Is your mother or father an active or former law enforcement officer?		YES or NO	
LAST NAME		FIRST	MIDDLE
EMPLOYMENT HISTORY (include five years of information)			
PRESENT EMPLOYER		TYPE OF BUSINESS	
ADDRESS		IMMEDIATE SUPERVISOR	
		TELEPHONE NUMBER	
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week	
JOB TITLE		REASON FOR LEAVING	
DUTIES			
FORMER EMPLOYER		TYPE OF BUSINESS	
ADDRESS		IMMEDIATE SUPERVISOR	
		TELEPHONE NUMBER	
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week	
JOB TITLE		REASON FOR LEAVING	
DUTIES			
FORMER EMPLOYER		TYPE OF BUSINESS	
ADDRESS		IMMEDIATE SUPERVISOR	

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		TELEPHONE NUMBER
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week
JOB TITLE		REASON FOR LEAVING
DUTIES		
FORMER EMPLOYER		TYPE OF BUSINESS
ADDRESS		IMMEDIATE SUPERVISOR
		TELEPHONE NUMBER
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week
JOB TITLE		REASON FOR LEAVING
DUTIES		

LAST NAME	FIRST	MIDDLE
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Pursuant to the 13th Judicial Circuit Administrative Order No. S-1999-076 relating to Procedures for appointment of Certified Process Servers and under penalty of perjury, I affirm that the information provided herein is true and correct. I do hereby swear and affirm that I am over the age of 18 years and a permanent resident of the State of Florida. I have no mental or legal disability. Within the five (5) years preceding application, I have not been convicted of any felony, and within the five (5) years preceding application, I have not been convicted of a misdemeanor involving moral turpitude or dishonesty or a violation of the laws relating to controlled substances.

I further understand that application information is subject to appropriate public records disclosure law and that as an applicant for Certification as a Process Server, I must attach to this application:

1. A Copy of the Hillsborough Community College Certificate of Completion for the required judicial process server course;
2. A Copy of my valid Florida driver's license or State or Florida Identification Card and Social Security Card;
3. The validated receipt from the Clerk of the Court for payment of a \$100.00 non-refundable application fee;

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4. Proof of liability insurance in the amount of \$100,000/\$300,000 (if not attached, must be submitted to the Administrative Office of the Courts by the deadline date provided at the examination);
5. If applicable, alien/naturalization status proof of residency/citizenship.

Signature of Applicant

**Please Submit Completed Application with Attachments to:
Administrative Office of the Courts
Certified Process Server
ATTN: Tonya S. Muhammad
800 E. Twiggs Street, Room 605G
Tampa, FL 33602**