



Fifteenth Judicial Circuit NEW Certified Civil Process Server Application

INSTRUCTIONS

Individuals seeking to be added to the 15th Circuit's Certified Civil Process Server List shall attend a training course approved by Court Administration, pass a corresponding written examination, submit a complete application, and submit any other information requested by Court Administration. A checklist is attached to this application to assist in the gathering of documents. If this form does not have enough space for the answer to any question, submit the answer on a separate sheet. It is the responsibility of the applicant to provide documentation to keep his or her application current. Incomplete applications will NOT be processed.

ADMINISTRATIVE ORDERS:

- By submitting this application, the applicant certifies that he/she has read and is familiar with the Policies and Procedures for Certified Civil Process Servers found in Administrative Order 2.701-2.709. The administrative orders can be found on the Circuit's website at www.15thcircuit.com/adminorders (series 2).
- Applicants understand and agree that Court Administration does not provide any referrals or business to the process servers and it is up to the individual process server to obtain his or her own work.

CRIMINAL HISTORY:

- You will be required to provide a criminal history report obtained through the Florida Department of Law Enforcement ("FDLE"). You can order this report (charge of \$24.00) by going to <https://web.fdle.state.fl.us/search/app/default>. Contact FDLE directly at **850-410-8109** for technical questions or issues.
- A copy of the FDLE report must be emailed **directly from FDLE to the following email address: CAD-ProcessServer@pbcgov.org** (Remember to include the CAD and note that there are 3 s's in processserver).
- Applicants must not have any pending criminal charges. Applicants must not have been convicted of a felony or must not have been convicted of a misdemeanor involving moral turpitude or dishonesty within the last five (5) years (see Administrative Order 2.709-9/08).
- **No fees will be refunded if an applicant is rejected due to the results of the criminal history check.**
- Any certified process server who has new criminal charges filed against him/her in any jurisdiction must inform the Administrative Office of the Court within forty-eight (48) hours of being charged. Failure to provide such information may result in immediate suspension of the process server's certification.

STATUTORY REQUIREMENTS: The applicant must:

- be at least eighteen (18) years of age,
- be a permanent resident of the State of Florida,
- submit to a background investigation, and

- not have a mental or legal disability (see Florida Statute 48.29).

APPLICATION DEADLINE & COSTS:

- CPS Applications and Certificate of Good Conduct must be received no later than 4:00 p.m. on November 1st.
- **Please return your completed application package via email to:
CAD-ProcessServer@pbcgov.org (Remember to include the CAD and note that there are 3 s's in processserver).**
- In addition to being emailed, The Certificate of Good Conduct may also be mailed to the Courthouse at:
Court Administration, attn.: General Counsel
205 N Dixie Hwy
West Palm Beach, FL 33401
- The \$250.00 application fee is non-refundable, and can also be mailed to:
Court Administration, attn.: General Counsel
205 N Dixie Hwy
West Palm Beach, FL 33401

MANDATORY TRAINING/EXAMINATION:

- In order to sit for the certified process server examination, the applicant must complete a 16 hour process server training course approved by Court Administration.
- Court Administration has approved a 16 hour online training course provided by the Florida Association of Professional Process Servers (FAPPS). The Course runs over 2 days and costs \$180 (payable directly to FAPPS). The required examination will be offered at the end of the course.
- The NEW 16 hour CPS training courses are listed on the FAPPS website. For more information and to register for a course, please visit: <https://www.fapps.org/afpsintroduction.aspx>
- The application fee will not be refunded if the applicant does not pass the test.

SWEARING IN CERMONY: Applicants who have successfully passed the examination, have had their application approved, and provided the required bond information, will be sworn in January.



Fifteenth Judicial Circuit Certified Civil Process Server New Applicant Checklist

Thank you for your interest in applying for your process server certification with the Fifteenth Judicial Circuit. Below you will find a checklist to assist you in ensuring that all required documents are provided to Court Administration. **The following must be received by Court Administration no later than 4:00 p.m. on November 1st. Please include a copy of this checklist when submitting the application.** Applications can be sent electronically to: CAD-ProcessServer@pbcgov.org The Application Fee and Process Server Bonds can be mailed to:

**Court Administration, Attn: General Counsel
205 N. Dixie Hwy
West Palm Beach, FL 33401**

- _____ Completed Application - (pages 4-8)
- _____ Signed and Notarized Certified Process Server Agreement/Certificate of Good Conduct
- _____ Copy of driver's license or State of Florida Identification Card
- _____ Cashier's check or money order made payable to the Board of County Commissioners in the amount of \$250.00 (no personal checks will be accepted)
- _____ FDLE criminal history report. A request can be made by going to the following website <https://web.fdle.state.fl.us/search/app/default> - cost \$24.00.
 - **Results can be emailed directly from FDLE to Court Administration by including the following email address in the FDLE online form:**
CAD-ProcessServer@pbcgov.org
 - For integrity and security purposes, email results must come DIRECTLY from FDLE and cannot be forwarded from your email. **Remember there are 3 S's in the email address.**
 - Contact FDLE at 850-410-8109 for technical questions or issues.

After successful completion of training and passing the examination (score of at least 80% is needed to pass), the following must completed no later than January 10th.

- _____ Obtain an original Bond in the amount of \$5,000.00 with a surety company authorized to do business in Florida and bound onto the Fifteenth Judicial Circuit. The bond is to be in the name of The Fifteenth Judicial Circuit (as the "obligee"). The bond cycle is to run **January 1 - through December 31. Bonds must run for the cycle of the calendar year,** please ensure that you communicate this with your bond company.
- _____ Record and obtain a Certified Copy of the recorded bond. The bond is to be recorded with the Clerk's Office Recording Department located on the 4th Floor of the courthouse. Recording and certification fees will apply.
- _____ Provide certified copy of the recorded bond to Court Administration



Fifteenth Judicial Circuit Application for New Certified Civil Process Server

I hereby submit my application for the certified process server program. I represent that I am over eighteen (18) years of age and am a permanent resident of the State of Florida. I further represent that I have not been convicted of a felony, whether or not adjudication was withheld. Additionally, I have not been convicted within the last five (5) years of a misdemeanor involving dishonesty or moral turpitude. I agree to submit to a criminal background check. I certify that I have read and am familiar with the Policies and Procedures for Certified Civil Process Servers found in Administrative Orders 2.701-2.709. I hereby certify that everything contained in the application package is true and correct to the best of my knowledge. I acknowledge that the passing grade for the certification will be 80%.

I further understand that the application information is subject to appropriate public records disclosure law and that as an applicant for certification as a process server with the Fifteenth Judicial Circuit, I must attach to this application:

1. A copy of my valid Florida driver's license or State of Florida Identification Card
2. A cashier's check or money order in the amount of \$250.00 payable to the Board of County Commissioners for the new applicant fee.

Background Check Results Must be Emailed directly from FDLE to Court Administration at the following email address:

CAD-ProcessServer@pbcgov.org

We will NOT accept an email with the results from you or your email address - it must be sent directly from FDLE. Put **CAD-ProcessServer@pbcgov.org** as a recipient of the results.

3. Proof of submission of \$24.00 to Florida Department of Law Enforcement for the background check. Results of the background check are to be mailed from FDLE to Court Administration before the November 1st deadline at:

Court Administration: General Counsel
205 North Dixie Highway, 5th Floor
West Palm Beach, Florida 33401

Signature: _____

Printed Name: _____

Date: _____

- **Please return your completed application package via email to: CAD-ProcessServer@pbcgov.org (Remember to include the CAD and note that there are 3 s's in processserver).**

Certified Process Server APPLICATION

DATE SUBMITTED: _____

PLEASE TYPE OR PRINT CLEARLY

NEW - OR - RENEWAL

PERSONAL INFORMATION

Full Name: _____
Last *First* *Middle*
Social Security Number: _____ Sex: M F Date of Birth ____/____/____

HOME ADDRESS

Home Address (No Post Office Box): _____ City _____ State _____ Zip _____
Mailing Address, (if different): _____ City _____ State _____ Zip _____
Phone Number: () _____ Cell Phone: () _____
Email Address: _____

EMPLOYER ADDRESS (PLEASE PROVIDE NAME OF SERVER AGENCY, IF APPLICABLE)

Employer Name: _____ Are you Self Employed?: Yes No
Business Address (No Post Office Box): _____ City _____ State _____ Zip _____
Mailing Address, (if different): _____ City _____ State _____ Zip _____
Phone Number: () _____ Fax Number: () _____
Email Address / Website: _____

PUBLIC ACCESS INFORMATION - FOR PUBLICATION ON COURT'S WEBSITE

Name /Company: _____
Mailing Address: _____ City _____ State _____ Zip _____
Phone Number: () _____ Fax Number: () _____
Email Address / Website _____

Certified Process Server APPLICATION



CRIMINAL HISTORY

1. Do you currently have any pending criminal actions? Yes No If YES, list the charge, agency, address, phone number, agency case number or court case number.

2. In the last 5 years, have you ever been convicted of a felony, including any convictions that may be sealed or expunged? Yes No If YES, detail the crime, disposition, and jurisdiction.

- If you have ever been convicted of any felony, please attach documentation showing civil rights restoration, if any.

3. In the last 5 years, have you ever been convicted of a misdemeanor, including any convictions that may be sealed or expunged? Yes No If YES, detail the crime, disposition, and jurisdiction.

- Are you presently on probation for any criminal offense? Yes No If YES, provide detail.

Certified Process Server **APPLICATION**

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	
		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	
		TELEPHONE NUMBER	
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week	
JOB TITLE		REASON FOR LEAVING	
DUTIES			

Certified Process Server **APPLICATION**

EDUCATION/TRANING/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	Degree Earned
Name and Location of College/University		Dates Attended	Degree Earned
Name and Location of College/University		Dates Attended	Degree Earned
Occupational/Professional Licenses or Certificates			
Type	Number	Date Obtained	Date Expires
Occupational/Professional Licenses or Certificates			
Type	Number	Date Obtained	Date Expires
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			
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

