



Fifteenth Judicial Circuit
RECIPROCITY
Certified Civil Process Server Reciprocity Application

INSTRUCTIONS

Process Servers certified with the **Eleventh Judicial Circuit** (Miami-Dade County) who would like to become certified with the Fifteenth Judicial Circuit through the Reciprocity Program shall submit a complete application and provide the required supporting documentation to the Administrative Office of the Court. 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>.
- **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:

- Applications 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).**
- The \$250.00 application and training fee is non-refundable.

TRAINING/EXAMINATION:

- Process servers currently certified in the Eleventh Judicial Circuit will not have to take the new process server training course or examination, but will have to provide proof of completion of the Eleventh Circuit's training course. If the process server has not completed any trainings within the last two (2) years, they will also be required to attend a 4 hour continuing education course approved by Court Administration. Court Administration has approved 4 hour online courses offered by the Florida Association of Professional Process Servers. 2021 course and registration information is available here: <https://www.fapps.org/afpsintroduction.aspx>
- Process servers currently certified by the Eleventh Circuit will be required to submit a letter or a certificate of good standing from the Administrative Office of the Court of the Eleventh Judicial Circuit

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



Fifteenth Judicial Circuit Certified Civil Process Server Reciprocity Applicant Checklist

Thank you for your interest in seeking reciprocity 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. Incomplete applications will not be processed** Please send applications 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**

Please include a copy of this checklist when submitting the application.

- _____ Completed Application
- _____ Signed and Notarized Certified Process Server Agreement/Certificate of Good Conduct
- _____ Proof of completion of training through the Eleventh Circuit.
- _____ Copy of Certificate of Good Standing from the Eleventh Judicial Circuit
- _____ 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 acceptance, 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 Reciprocity - 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 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. Proof of completion of process server training through the Eleventh Circuit.
3. Proof of Good Standing with the Eleventh Judicial Circuit
4. A cashier's check or money order in the amount of \$250.00 payable to the Board of County Commissioners for the 2016-2017 reciprocity application fee and training course.
5. 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.

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: _____

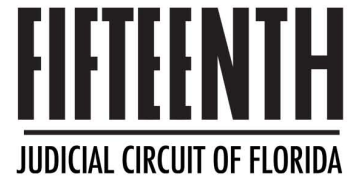
EMPLOYER ADDRESS (PLEASE PROVIDE NAME OF SERVER AGENCY, IF APPLICABLE)

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 |