

Appointment of Brevard County Process Server

The following application is created so that you may type directly on the document by "tabbing" to each area. **Do not hit the return key** as it may alter the form. Some parts of the application require a Notary Public. Please note that you must send in an **ORIGINAL SIGNED APPLICATION** completely filled out with the appropriate attachments before it can be processed. You may not email or fax your application to this department (due to original signature, bond and notary requirements).

1. Application
2. Acknowledgement Page-Signed Dated & Notarized
3. Background Check Information Check Sheet
4. A non-refundable fee of \$100.00 to payable to Brevard Clerk of Court, by cash, check, money order, cashier's check, debit card, or credit card (Visa, American Express, Discover, or MasterCard)
5. **NEW** and **RENEWAL** applicants are required to get fingerprints along with a live scan background check. You must provide the Clerk's **ORI # FL705010Z**. This can be done at the Brevard County Sheriff's Office.
6. \$5,000.00 ORIGINAL Bond Payable to **Eighteenth Judicial Circuit** with an effective date good for one year.

Mail application to:
Brevard County Clerk of Courts
Attn: Kim Reynolds
P. O. Box 999
Titusville, FL 32781-0999

Once the application has been processed, the applicant will receive a notice explaining procedures in order to obtain a new identification card from the Brevard County Clerk of Court. **Please allow 4-6 weeks to process the application.**

If you have any questions, please call 321-633-7782, Monday through Friday, 8:00 a.m. to 5:00 p.m. or email: processserverclerks@brevardclerk.us or kim.reynolds@brevardclerk.us.

APPLICATION FOR APPOINTMENT AS PROCESS SERVER

The undersigned, applies to the Chief Judge of the Eighteenth Judicial Circuit for appointment as process server pursuant to Administrative Order No.19-12-B relating to Procedures for appointment of Certified Process Servers, and states:

New Application _____ Renewal _____ ID Badge # _____

Date _____

Name: _____
Full First Name Full Middle Name Full Last Name

Home Address _____

Mailing Address _____

City _____ State _____ Zip _____

DOB _____ Sex _____ Race _____ Eye Color _____

Height _____ Weight _____ Hair Color _____

Home Phone _____ Cell Phone _____

Social Security # _____

Driver's License # _____ State _____

Employer Name _____ Supervisor _____

Address _____

City _____

State _____ Zip _____

Employer Phone _____

Signature of Applicant _____

Print Name to be reflected on badge _____

APPLICATION FOR APPOINTMENT/RENEWAL AS CERTIFIED PROCESS SERVER

FOR THE EIGHTEENTH JUDICIAL CIRCUIT OF FLORIDA

Applicant's Name (Printed) _____

NO ENTITLEMENT TO COMPENSATION

I agree that my performance of any duties pursuant to my appointment as a Certified Process Server of the Eighteenth Judicial Circuit shall not entitle me to receive any compensation from the Eighteenth Judicial Circuit, Clerk of the Court, or the Seminole or Brevard County Sheriff's Office for those services rendered.

FLORIDA STATUTE 48.29(3)(e) ACKNOWLEDGEMENT

This is to certify that I, _____, do not have any pending criminal cases against me. There is no record of any felony convictions against me, nor a record or any misdemeanors involving moral turpitude or dishonesty with respect to me within the past five years.

FLORIDA STATUTE 48.31 (2) ACKNOWLEDGEMENT

I understand that Florida Statute 48.31 provides in part that:

A certified process server must be disinterested in any process he or she servers; if the certified process server willfully and knowingly executes a false return of service he or she is guilty of a felony of the third degree.

FLORIDA STATUTE 48.29 (2) ACKNOWLEDGEMENT

I certify that the information provided in this application is true and correct. I am at least 18 years of age. I have no mental or legal disability. I am a permanent resident of the State of Florida.

AFFIDAVIT OF COMPLETION

I, _____, as an applicant for an appointment as process server in the Eighteenth Judicial Circuit, do swear or affirm the following: I have completed an orientation program conducted by a designated representative of the Brevard County Sheriff's Department in service of process. (Note: Subpoenas are not original process).

OATH OF OFFICE FLORIDA STATUTE 48-29(3)(h)

I, _____, a permanent resident of the State of Florida, do hereby solemnly swear or affirm that I will honestly, diligently, and faithfully exercise the duties of a Certified Process server in the Eighteenth Judicial Circuit.

Signature _____

Date _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally Known _____

Produced ID _____

Type of ID _____

My Commission expires _____ Notary Public _____

State of Florida

