

Renewal 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).

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

If you have any questions, please call 321-633-7782, Monday through Friday, 8:00 a.m. to 4:00 p.m. or email: processserverclerks@brevardclerk.us

Once the application has been processed, the applicant will receive a phone call to set up an appointment to obtain a new identification card from the Brevard County Clerk of Court. **Please allow 4-6 weeks to process the application.**

- 1. Application.
- 2. Affidavit of Age, Residency and Criminal Record.
- 3. Oath of Office
- 4. Affidavit of successful completion of orientation.
- 5. Certificate of Service.
- 6. A non-refundable processing fee of \$100.00 payable to the Brevard County Clerk of Court.
- 7. A non-refundable fee of \$50.00 payable to the Brevard County Sheriff’s Department for the applicant’s background investigation. (This fee includes the cost of the fingerprint card, which may be obtained at a local precinct and the fingerprint process conducted at the Sheriff’s Office).
- 8. Information for Sheriff Form.
- 9. An **Original Bond** in the amount of \$5,000.00 to Eighteenth Judicial Circuit Court, with an effective date good for one year.

AFFIDAVIT OF AGE, RESIDENCY & CRIMINAL RECORD

I do hereby swear or 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. I do hereby swear or affirm there are no pending criminal cases against me. I have no criminal record of any felony convictions, nor a record of a conviction of a misdemeanor involving moral turpitude or dishonesty within the past 5 years.

Signature of Applicant

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

Personally Known _____
Produced I.D. _____
Type of I.D. _____

Notary Public
State of Florida

Print, type or stamp commissioned
Notary Public

My Commission Expires:

CERTIFICATE OF SERVICE

I, HEREBY CERTIFY that the original of the foregoing Application for Appointment as Process Server has been furnished this _____ day of _____, 20____, to the Clerk of the Court of the Eighteenth Judicial Circuit.

PUBLIC RECORD NOTIFICATION

I understand that all documents submitted to be a certified process server are public records and that my name, address, phone number, case number and bond expiration may be published on the Brevard County Clerk of Courts website, <http://www.brevardclerk.us>, as well as the Eighteenth Judicial Circuit internet page, <http://www.flcourts18.org/>.

Signature of Applicant

Date

AFFIDAVIT OF COMPLETION

I, _____, as a applicant for an appointment as process server in the Eighteenth Judicial Circuit, do swear or affirm that I have completed an orientation program conducted by a designated representative of the Brevard County Sheriff's Department in service of process.

Signature of Applicant

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

Personally Known _____
Produced I.D. _____
Type of I.D. _____

Notary Public
State of Florida

Print, type or stamp commissioned
Notary Public

My Commission Expires:

OATH OF OFFICE

State of Florida
County of Brevard

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 of Applicant

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

Personally Known _____
Produced I.D. _____
Type of I.D. _____

Notary Public
State of Florida

Print, type or stamp commissioned
Notary Public

My Commission Expires: