

**TO ALL NEW & RENEWAL CERTIFIED PROCESS SERVER APPLICANTS**

Each applicant must complete a two-day orientation/instructional class presented by Avalon Legal Information Services, Inc. Orientation classes are held at the Sheriff's Office Complex located on Bush Boulevard (off 17-92) in Sanford.

Call the Seminole County Sheriff's Office Civil/Records Division at 407- 665-6640 to register for the next scheduled orientation/instructional class. The first day of class will begin at **8:00 am promptly**. Fingerprinting will be completed by a representative of the Sheriff's Office during the class. A completed application and payment must be submitted prior to the orientation class. Please download the application package at [www.seminolesheriff.org](http://www.seminolesheriff.org) or you may pick up a package in the Sheriff's Office Civil Section and return it to:

Seminole County Sheriff's Office  
Civil/Records Division  
100 Bush Blvd  
Sanford, FL 32773  
Phone: (407) 665-6640

**Cashier's checks, money orders or cash** will be accepted for fees and must be made payable to the Seminole County Sheriff's Office in the amount of \$95.00 and to Avalon Legal Information Services, Inc., in the applicable amount (see below). These fees are **non-refundable**:

**NEW APPLICATION FEES:**

\$180.00 Avalon Legal Information Services, Inc.  
\$95.00 Seminole County Sheriff's Office  
Total **\$275.00**

**RENEWAL APPLICATION FEES:**

\$75.00 Avalon Legal Information Services, Inc.  
\$95.00 Seminole County Sheriff's Office  
Total **\$170.00**

You should familiarize yourself with Chapter 48 of the Florida Statutes, as your knowledge of civil process service will be tested during orientation. Florida Statutes may be obtained through any county library, the county law library located at the courthouse or online at [www.leg.state.fl.us/statutes/index.cfm](http://www.leg.state.fl.us/statutes/index.cfm). Once at this site, look to the right under "laws" and click on "statutes."

**Please note:** After your completed application is received by the Civil Section, it may take eight (8) to twelve (12) weeks to process the application. The Sheriff's Office will contact you to schedule an appointment to have your ID card issued.

**Please note that you are responsible for renewing your certification annually.**

Incomplete applications only slow the process, so please use the provided checklist. Should you have a change of address or telephone number during the year, please notify the Sheriff's Office Civil Section. **Certified Process Servers are not employees of the Eighteenth Judicial Circuit or the Seminole County Sheriff's Office.** Please contact the Civil/Records Division if there are any questions.