

STEPS TO BECOME A PROCESS SERVER

1. The applicant will obtain an application from the Seminole County Sheriff's Office by downloading it from the website at www.seminolesheriff.org or picking up an application in person from the Civil/Records Division at the Seminole County Sheriff's Office located at 100 Bush Boulevard, Sanford, FL 32773.
2. The applicant will contact the Civil/Records Division of the Sheriff's Office to schedule an orientation class and test. During the orientation class, the applicant will be fingerprinted by a representative of the Sheriff's Office. Once the applicant has completed the orientation class, successfully passed the test, and provided all of the documentation that is required, he/she will be issued a certificate of completion.
3. **The New Applicant** will submit the completed application and payments prior to the start of class. Payments shall be made to the Seminole County Sheriff's Office in the amount of \$95.00 and to Avalon Legal Information Services, Inc., in the amount of \$180.00. **Note: All fees must be paid in advance in order to secure a seat in the class.** Payment must be made by cashier's checks, money orders or cash only.

Sheriff's Office (new applicant)	\$95.00
Avalon Legal Information Services, Inc.	\$180.00

Note: If the new applicant does not successfully pass the test, there will be a \$25.00 fee for the second test administered. **If the applicant fails the second test, he/she will be required to start the entire procedure over.**

4. **Renewing Applicants** will submit the application and make payment prior to the start of class. Payments shall be made to the Seminole County Sheriff's Office in the amount of \$95.00 and to Avalon Legal Information Services, Inc., in the amount of \$75.00. **Note: All fees must be paid in advance in order to secure a seat in the class.** Payment must be made by cashier's check, money orders or cash only.

Sheriff's Office (renewing applicant)	\$95.00
Avalon Legal Information Services, Inc.	\$75.00

Note: It is suggested that renewing applicants begin the process a minimum of 10 to 12 weeks prior to the date of expiration of their certification to ensure no lapse in certification. If a certified process server does not renew or activate the process server certificate within one year of his/her last expiration date or one year of completing the orientation, the applicant must submit a new application and attend the two day orientation program.

5. A new file containing the applicant's personal information will be created.
6. The Seminole County Sheriff's Office will make a copy of the applicant's payment(s), place the copy in the Process Server's file and submit the payment to Financial Services, at which time a separate check, payable to FDLE, will be issued and returned to the Civil/Records Division. The check will be sent to FDLE with a request for a background check. The Civil/Records Division will complete a local background check on the applicant.
7. Upon receiving the results of the background check from FDLE (approximately 10 to 14 days), a letter will be sent to the Chief Judge or his/her designee, who will either deny the application or grant same by order.
8. Once the order is granted, a copy will be sent to the applicant, the Clerk of the Court in Seminole and Brevard County, Court Administration and the Seminole County Sheriff's Office.
9. The applicant (process server) will then be notified of the date, time and location to obtain his/her identification and administration of the Oath of Office.

