

# PROCESS SERVER APPLICANT CHECK LIST

(Revised on 7/14/2025)

- ☐ Must be at least 18 years of age.
- ☐ Have no mental or legal disability.
- ☐ Must be a permanent resident of the State of Florida.
- ☐ Signed Affidavit of Experience (all applicants must complete orientation, regardless of experience).
- ☐ Copy of current valid Driver License.
- ☐ Attached proof of “Surety” bond in the minimum amount of \$5,000.00.  
**Note: The bond must reflect effective date, expiration date, and name “The Eighteenth Judicial Circuit of Florida,” as obligee.**
- ☐ Name, date of birth, and social security number.
- ☐ Residence, business addresses, and phone numbers.
- ☐ Names, addresses, and telephone numbers of the applicant’s immediate supervisor and employer (if applicable).
- ☐ Applicant must submit to electronic fingerprinting at the Seminole County Sheriff’s Office, Human Resources Section. Fingerprinting is by appointment only on Monday’s and Thursday’s, between the hours of 9:00 AM and 11:30 AM. An administrative fee of \$5.35 will be required at the time of fingerprinting and a fingerprint card will be provided to the applicant. If using a credit/debit card, an additional processing fee of \$1.75 will be applied (exact change).

**Note: Please provide the ORI number (FL759069Z) to the fingerprint technician.**

To make an appointment with the Seminole County Sheriff’s Office, use the link below:

<https://seminolecountysheriff039soffice.setmore.com/>

- ☐ If you elect to get your fingerprints completed at another location, please provide the ORI number and request a physical print out of your fingerprint card (preferred method). Otherwise, you must write your **TCN** number on your application.
- ☐ Upon submission of fingerprints, applicants will have **30 days** to pay the **\$24.00** background fee to the Florida Department of Law Enforcement using the following link:  
<https://caps.fdle.state.fl.us/caps/homePage.jsf>

**Note: If the background fee is completed within 30 days of fingerprint submission, the applicant will have to submit to electronic fingerprinting again.**

- Applicants will present a completed and notarized application, along with certificate of completion of Process Server training in accordance with Florida Law, Chapter 48, proof of bond, and fingerprint card to the Seminole County Sheriff's Office, Civil Section.

**Note: It is preferred that your application is dropped off in person at the Civil Section so that any outstanding issues can be addressed. However, you do have the option to mail it to Seminole County Sheriff's Office, Civil Section, address listed below.**

Upon electronic receipt of background investigation from the Florida Department of Law Enforcement, an order will be submitted to the Chief Judge of the Eighteenth Judicial Circuit on behalf of the applicant for approval or denial.

Once the approval order has been received by the Seminole County Sheriff's Office, Civil Section, the applicant will receive notification to obtain an identification card from the Seminole County Sheriff's Office, who creates and issues the cards on behalf of the Eighteenth Judicial Circuit. If your identification card is lost or stolen, an additional fee of \$7.00 will be required for each additional card.

## **EDUCATIONAL PROGRAMS**

Each **NEW** applicant must successfully complete an orientation program in service of process and provide a copy of the certification of completion with your submitted packet to the Seminole County Sheriff's Office, Civil Section. The orientation certificate expires one year after date of testing. If the applicant does not activate the new process server certification within one year of testing, the applicant must retake the orientation program.

Each **RENEWAL** applicant must successfully complete an annual renewal program **PRIOR** to the expiration date of the order of appointment/reappointment. If an applicant does not successfully complete an annual renewal program prior to the expiration date of the current order of appointment, the applicant must retake the orientation program **AND** begin the process as if a new applicant.

The following are some of the educational programs available but are not limited to:

- **Florida Association of Professional Process Servers (FAPPS)**  
Online and in-person options are available. Direct questions to [administrator@fapps.org](mailto:administrator@fapps.org) or (321) 952-0820.
  - The Shores Resort, 2637 S. Atlantic Avenue, Daytona Beach Shores, FL 32118
  - Hawthorn Suites by Wyndham, 301 Lambertson Drive, West Palm Beach, FL 33401
- **Avalon Legal Information Service.**  
Contact number (386) 760-6520.
  - PO Box 291745, Port Orange, FL 32129
- **St. Petersburg College-Judicial Process Server Course.**  
Contact number (727) 341-4492.
  - 3200 34<sup>th</sup> St. S, St. Petersburg, FL 33711 (Southeastern Public Safety Institute)

## PLEASE SUBMIT ALL COMPLETED APPLICATION DOCUMENTS TO:

### **Seminole County Sheriff's Office, Civil Section**

91 Eslinger Way  
Sanford, FL 32773

Phone: (407) 665-6640

Email: [ProcessServers@seminolesheriff.org](mailto:ProcessServers@seminolesheriff.org)

Please note: Any documents requiring notarization must be notarized prior to submitting the application to the Civil Section. Each Process Server is responsible for renewing their certification annually. Incomplete applications only slow the process; please use this checklist as a guide. Please update the Seminole County Sheriff's Office, Civil Section of any changes to your address or phone number during the year. **Certified Process Servers are not employees of the Eighteenth Judicial Circuit or the Seminole County Sheriff's Office. Nor are we liable for any gaps of certification during the renewal process.** Please contact the Civil Section with any questions.

**Note:** If you are coming up on your renewal, please give yourself ample time to submit the paperwork to avoid any issues with your certification. The turn around time can vary depending on the workload of the Sheriff's Office and the Courts.