PROCESS SERVER NEW APPLICANT CHECK LIST

_____1. Must be 18 years of age.
_____2. Have no mental or legal disability.
_____3. Must be permanent resident of the State of Florida.
_____4. Signed Affidavit of Experience (all applicants must complete orientation, regardless of experience).
_____5. Attach proof of bond in the minimum amount of $5,000.00. The bond must reflect effective date and expiration date, and name "Eighteenth Judicial Circuit" as obligee.
_____6. Oath of Office.
_____7. Name, date of birth, & social security number.
_____8. Residence & business address & phone number.
_____9. Names, addresses & telephone number of the applicant's immediate supervisor and employer. (If applicable)
_____10. Original of application package.
_____11. $75.00 non-refundable processing fee, payable to the Seminole County Clerk of the Court.
_____12. $90.00 non-refundable processing fee, payable to the Seminole County Sheriff.
_____13. $25.00 non-refundable processing fee, payable to Court Administration.
_____14. After submitting the application, you will be contacted by the Seminole County Sheriff's Department to make arrangements for the fingerprinting requirement.

Once the application has been processed, the applicant will receive notification to obtain an identification card from the Seminole County Clerk of Court. The fee for the identification card is $7.00.

PLEASE RETURN TO: ***COURT ADMINISTRATION,*** *Suite N217*
Seminole County Courthouse
301 N. Park Avenue
Sanford, FL 32771
Phone: (407) 665-4200