

TO ALL NEW CERTIFIED PROCESS SERVER APPLICANTS

Each new applicant must complete an orientation class presented by the Seminole County Sheriff. Orientation classes are held from 1:00 to 5:00 p.m. at the Sheriff's Office Complex located on Bush Blvd (off 17-92) in Sanford.

Sgt. David Zorian of the Seminole County Sheriff's Office teaches the class. After mailing your application, call the Sheriff's Department at 665-6640 to register for the orientation class. Fingerprint screening through the Sheriff's Office is part of the background screening process. Your application will not be processed until your fingerprint screening is completed.

Please download the application package (you may also pick up a package in Court Administration or have one mailed to you) and return it to:

**Court Administration, Suite N223
301 North Park Avenue
Sanford, FL 32771 Phone: (407) 665-4214**

Your ***non-refundable checks*** for processing fees should be made payable as follows:

1. \$75.00 payable to: Seminole County Clerk of the Court
2. \$90.00 payable to: Seminole County Sheriff's Department
3. \$25.00 payable to: Court Administration

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 can be obtained through any county library, the county law library located at the courthouse or online at: <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: that after your completed application arrives in Court Administration, it can take six (6) to eight (8) weeks to process the application. Once the application is processed, there is a \$7.00 fee to purchase your identification card from the Seminole County Clerk of the Court. The Clerk will contact you to schedule an appointment for your ID card photograph.

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

Incomplete applications only slow the process, so please use the checklist. Should you have a change of address or telephone number during the year, please notify Court Administration. Certified Process Servers are not employees of the Eighteenth Judicial Circuit. Feel free to call should you have questions.