

## **TO ALL 18<sup>TH</sup> JUDICIAL CIRCUIT RENEWAL PROCESS SERVER APPLICANTS**

You are responsible for renewing your certification on time each year. Please download the renewal package (you may also pick up a renewal package in Court Administration or have one mailed to you) and return it to:

Court Administration, Suite N217  
301 North Park Avenue  
Sanford, FL 32771

Phone: (407) 665-4211

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

### **Renewal Applicants**

1. \$35.00 payable to: Seminole County Clerk of the Court
2. \$45.00 payable to: Seminole County Sheriff's Department
3. \$25.00 payable to: Court Administration

Please note that after your completed application arrives in Court Administration, it takes four (4) to six (6) weeks to process the application. This includes completion of your background screening and processing of your Court Order. **It is your responsibility to submit your renewal package in time to allow 6 weeks for processing. If you do not, you may have a time span where you are unable to serve due to expiration of your Court Order and ID card.**

It is not necessary to check on the status of your application, unless you have not received notification by telephone or mail after six (6) weeks. Once the application has been processed, there is a \$7.00 fee to purchase your new identification card from the Seminole County Clerk of the Court. The Clerk schedules her own appointments for your ID card photo, so she will contact you.

Incomplete applications only slow the process, so please use the checklist. You may submit your package for processing early without proof of bond but your certification will not be issued until after proof of bond is received. **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. Please call if you have any questions.