

# 5<sup>TH</sup> JUDICIAL CIRCUIT CERTIFIED PROCESS SERVER CHECKLIST

COMPLETE APPLICATION PACKETS ARE **REQUIRED** TO ENSURE YOUR CLASS RESERVATION

NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICATION COMPLETE

CERTIFICATE OF GOOD CONDUCT AND OATH INCLUDED

CHECK PAYABLE TO THE STATE OF FLORIDA INCLUDED FOR \$250.00

or PAY ONLINE [HERE](#)

FINGERPRINT SCHEDULED AND/OR COMPLETE

TRAINING FEE OF \$155.00

# Fifth Judicial Circuit Process Server Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please list below the contact information you would like published on the registry. If you prefer to keep your contact information confidential, please select the following box:  N/A

Please note, some gated communities will not allow entry if your name is not published on the registry.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you currently working in another circuit? If so, name which circuit: \_\_\_\_\_

YES

NO

- Are you eighteen (18) years of age or older?
- Do you have any mental or legal disabilities?
- Are you a permanent Florida resident?
- Has your driver's license ever been suspended or revoked?
- Have you ever been arrested for a felony or first-degree misdemeanor?

Education:	(Highest Grade Completed)	High School Diploma	GED
High School Name:		Location:	
College or University:		Location:	
Degrees Attained:			
Additional Training:			

## EMPLOYMENT HISTORY: JOB HISTORY FOR THE LAST 5 YEARS (MOST CURRENT FIRST):

Job Title:	Supervisor:	Dates Employed:
Company:	Address:	Phone:
Job Description:		
Reason for leaving:		

Job Title:	Supervisor:	Dates Employed:
Company:	Address:	Phone:
Job Description:		
Reason for leaving:		

Job Title:	Supervisor:	Dates Employed:
Company:	Address:	Phone:
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Job Title :	Supervisor:	Dates Employed:
Company:	Address:	Phone:
Job Description:		
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Job Title:	Supervisor:	Dates Employed:
Company:	Address:	Phone:
Job Description:		
Reason for leaving:		

I SWEAR OR AFFIRM THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES IMPOSED UPON ME AS A CERTIFIED CIVIL PROCESS SERVER IN ACCORDANCE WITH ADMINISTRATIVE [A-2008-21-C](#) AND WILL ABIDE BY, AND EFFECT SERVICE OF PROCESS, IN ACCORDANCE WITH, THE APPLICABLE FLORIDA STATUTES AND RULES OF COURT.

I UNDERSTAND AND AGREE THAT AS A CERTIFIED CIVIL PROCESS SERVER, I WILL POST WITH THE ADMINISTRATIVE OFFICE OF THE COURTS, A BOND IN THE AMOUNT OF \$5,000.00 IN CASH OR WITH SURETIES APPROVED BY THE COURT FOR THE BENEFIT OF ANY PERSONS INJURED BY ME AS A RESULT OF ANY WRONGFUL ACT OR OMISSION RELATING TO MY ACTIVITIES AS A CERTIFIED CIVIL PROCESS SERVER.

I UNDERSTAND AND AGREE THAT AS AN APPLICANT FOR THE STATUS OF CERTIFIED CIVIL PROCESS SERVER, A FELONY BACKGROUND INVESTIGATION WILL BE PERFORMED TO ASSURE MY ELIGIBILITY FOR CERTIFICATION. I UNDERSTAND THE APPLICATION FEE IS NON-REFUNDABLE FOR ANY REASON PER ADMINISTRATIVE ORDER [A-2008-21-C](#).

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SIGNATURE OF APPLICANT

FIFTH JUDICIAL CIRCUIT  
CERTIFIED PROCESS SERVER

CERTIFICATE OF GOOD CONDUCT

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Before me, this day personally appeared \_\_\_\_\_ who, being first duly sworn, deposes and says:

1. There is no criminal case pending against him/her.
2. There is no record of any felony conviction against him/her.
3. There is no record of a conviction of a misdemeanor involving moral turpitude or dishonesty against him/her within the past 5 years.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Personally known or produced identification type of identification produced \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

OATH OF OFFICE OF CERTIFIED PROCESS SERVER

I, \_\_\_\_\_, a citizen of the state of Florida and the United States of America, being appointed a certified process server within the jurisdiction of the Fifth Judicial Circuit of the state of Florida, do hereby solemnly swear or affirm that I will support the constitution of the United States and of the state of Florida, and that I will faithfully execute my duties as certified process server pursuant to the provisions of §48, Florida Statutes.

\_\_\_\_\_  
Florida Driver's License Number

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Personally known or produced identification type of identification produced \_\_\_\_\_.

\_\_\_\_\_  
Notary Public