

Exhibit "A"

**INITIAL APPLICATION FOR CERTIFIED PROCESS SERVER  
NINETEENTH JUDICIAL CIRCUIT**

**I. PERSONAL DATA**

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

Alias, A/K/A, F/K/A, or Maiden Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number and Street/P.O. Box

\_\_\_\_\_  
City, State, Zip Code

Residence Address If Different From Mailing Address Above:

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City, State, Zip Code

Telephone(s): \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Citizenship: \_\_\_\_\_

If not a U.S. citizen, type of work authorization: \_\_\_\_\_

Are you a permanent Florida resident? Yes \_\_\_ No \_\_\_

Have you ever been a member of the U.S. Armed Services? Yes \_\_\_ No \_\_\_

If yes, what type of discharge? Honorable \_\_\_ General \_\_\_ Other \_\_\_

If other discharge, please explain. You may use additional sheets of paper as necessary.

**II. RESIDENCY DATA**

Please list your residences for the past five years in reverse chronological order.

Number & Street                                      City                                      State                                      Zip Code

Number & Street                                      City                                      State                                      Zip Code

Number & Street                                      City                                      State                                      Zip Code

Number & Street                                      City                                      State                                      Zip Code

Number & Street                                      City                                      State                                      Zip Code

**III. EDUCATION**

Please list the schools which you have attended in chronological order beginning with high school

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

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

Dates Attended: \_\_\_\_\_ Graduate: Yes \_\_\_ No \_\_\_

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

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

Dates Attended: \_\_\_\_\_ Graduate: Yes \_\_\_ No \_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

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

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

Dates Attended: \_\_\_\_\_ Graduate: Yes \_\_\_ No \_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

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

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

Dates Attended: \_\_\_\_\_ Graduate: Yes \_\_\_ No \_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

#### **IV. EMPLOYMENT DATA**

Please list your three most recent employers, beginning with your current or most recent job.

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City, State, Zip Code

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Number and Street

\_\_\_\_\_  
City, State, Zip Code

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Number and Street

\_\_\_\_\_  
City, State, Zip Code

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

If you have ever worked as a process server before, please answer the following questions:

When and where did you work as a process server?

While working as a process server, were any lawsuits, disciplinary complaints or charges brought or filed against you as process server in any jurisdiction, foreign or domestic, in any Florida county or circuit (even if later dismissed or withdrawn)?

Yes \_\_\_ No \_\_\_

If you answered yes above, please answer the following questions:

When and where was each lawsuit, disciplinary complaint or charge filed?

Explain the details of each lawsuit, disciplinary complaint or charge, including, why the action was filed against you and the disposition of the action. You may use additional sheets of paper as necessary. Attach to this application copies of all the documents relevant to each lawsuit, disciplinary complaint or charge, including the complaint and disposition.

Have you ever been terminated from employment as a process server, or has your appointment as a process server ever been revoked? Yes \_\_\_\_ No \_\_\_\_

If you answered yes above, please answer the following questions:

When and where was your employment terminated?

Why was your employment terminated?

If there were any documents involved in the termination, such as a termination letter or notice, attach copies to this application.

**V. OCCUPATIONAL OR PROFESSIONAL LICENSURE, REGISTRATION, CERTIFICATION**

License, registration, certification \_\_\_\_\_

Number \_\_\_\_\_ Date Obtained \_\_\_\_\_ Renewal Date \_\_\_\_\_

Licensing Agency \_\_\_\_\_

License, registration, certification \_\_\_\_\_

Number \_\_\_\_\_ Date Obtained \_\_\_\_\_ Renewal Date \_\_\_\_\_

Licensing Agency \_\_\_\_\_

**VI. DRIVER'S OR CHAUFFEUR'S LICENSE**

Type: \_\_\_\_\_ Number: \_\_\_\_\_

State: \_\_\_\_\_ Expiration: \_\_\_\_\_

**VII. BACKGROUND INFORMATION**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Do you have any identifying marks? Yes \_\_\_ No \_\_\_ If you answered yes, please list the type of mark and its location.

### VIII. CRIMINAL HISTORY

Have you ever been convicted of a felony, including a criminal traffic offense, or a misdemeanor? Yes \_\_\_ No \_\_\_

If yes, what charge(s)? \_\_\_\_\_

Where convicted? \_\_\_\_\_

Date of conviction(s): \_\_\_\_\_

Have you ever pled nolo contendere or pled guilty to a crime which is a felony or a misdemeanor? Yes \_\_\_ No \_\_\_

If yes, what charge(s)? \_\_\_\_\_

Where? \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever had adjudication of guilt withheld for a crime which is a felony or a misdemeanor? Yes \_\_\_ No \_\_\_

If yes, what charge(s)? \_\_\_\_\_

Where? \_\_\_\_\_ Date: \_\_\_\_\_

Under the provisions of section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. I further understand that any misinformation supplied herein shall result in an immediate forfeiture of any opportunity to become or remain a certified process server in the Nineteenth Judicial Circuit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date