

Process Server Certification

Checklist for New Applicants

| Step 1 - Applicant must submit the following to Court Administration: | |
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| | Exhibit "A" – Initial Application for Certified Process Server |
| | Exhibit "C" – Certificate of Good Conduct |
| | \$5,000 Bond made out to: 19th Judicial Circuit Court |
| | \$75.00 Check to The St. Lucie County Board of County Commissioners |
| | Process Server Education Certificate |
| <p>Once the applicant has submitted the documents above, they will receive a personalized memo with an ORI number. The applicant will present the memo to the St. Lucie County Sheriff's Office at the time of fingerprinting. (<i>An appointment must be scheduled directly with the Sheriff's Office.</i>)</p> | |
| Step 2 – Fingerprints | |
| | Schedule fingerprinting appointment |
| | Fingerprints – Sheriff's Office (The fingerprinting card received from the sheriff's office does not need to be submitted to Court Administration) |
| | Submit payment to FDLE online at https://caps.fdle.state.fl.us . (TCN number provided by the Sheriff's office will be needed) |
| <p>FDLE will send the background report directly to Court Administration. The applicant will be contacted once the submission has been approved or denied by the Process Server Board. If approved, the applicant may schedule an appointment for an observation badge at that time.</p> | |
| Step 3 – Observation Hours | |
| | Observation badge appointment |
| | Obtain observation badge |
| | Obtain mentor list from Court Administration |
| | Contact mentor |
| | Complete 10 observation hours with a mentor |
| | Submit Exhibit "D" – Affidavit of Mentor Certified Process Server to Court Administration |
| <p>Court Administration will contact the applicant once the submission has received recommendation from the Process Server Board and approval by the Chief Judge.</p> <p>Once the Order of Certification has been signed and recorded, Court Administration will send the applicant a copy via email and a badge appointment may be scheduled.</p> | |
| | Appointment for ID Badge |
| | Process Server Oath |

If you have any questions regarding the above, please contact Court Administration at 772-807-4370.