



Fifteenth Judicial Circuit Certified Civil Process Server Renewal Application

Thank you for your interest in renewing your process server certification with the Fifteenth Judicial Circuit for the upcoming calendar year. Below you will find a checklist to assist you in ensuring that all required documents are provided to Court Administration. Your new ID card will be distributed by mail.

Please send applications electronically to: CAD-ProcessServer@pbcgov.org
The Application Fee and Process Server Bonds can be mailed to:
Court Administration, Attn: General Counsel
205 N. Dixie Hwy
West Palm Beach, FL 33401

RENEWAL CHECKLIST

All of the following items listed below, including this cover sheet, must be received by Court Administration no later than **November 1st**. Incomplete and late applications will **NOT** be processed. Documents received after this date **will be subject to a \$50.00 late fee.**

Check and ensure all listed documents are included:

- _____ Renewal Checklist (current page)
- _____ Renewal Application Information/Form (page 2)
- _____ Signed and Dated Acknowledgment (page 3)
- _____ Signed and Notarized Certificate of Good Conduct (separate attachment)
- _____ Signed and Date Acknowledgment of Training Requirement (page 4)
- _____ Money order **made payable to the "Palm Beach County Board of County Commissioners"** in the amount of **\$200.00. No personal checks will be accepted.**
- _____ Original bond or a certified copy of recorded bond (or continuation bond) in the amount of \$5,000 with a surety company authorized to do business in Florida bound onto the Fifteenth Judicial Circuit and valid for the upcoming calendar year. **Bonds should be valid from January 1 through December 31st** so that the application package can be processed. If your bond runs on a different cycle, speak to your bond company immediately so the bonded period can be changed. **Identification cards will not be given unless a proper bond is in place.**
- _____ FDLE criminal history report. An Instant Record request can be made by going to the following website <https://web.fdle.state.fl.us/search/app/default> - cost \$24.00.

- **Results can be emailed directly from FDLE to Court Administration by including the following email address in the FDLE online form:**

CAD-ProcessServer@pbcgov.org

- **For integrity and security purposes, email results must come DIRECTLY from FDLE and cannot be forwarded from your email. Remember there are 3 S's in the email address.** Contact FDLE at 850-410-8109 for technical questions or issues.
- Applicants must not have any pending criminal charges. Applicants must not have been convicted of a felony or must not have been convicted of a misdemeanor involving moral turpitude or dishonesty within the last five (5) years (see Administrative Order 2.709-9/08). against him/her in any jurisdiction must inform the Administrative Office of the Court within forty-eight (48) hours of being charged. Failure to provide such information may result in immediate suspension of the process server's certification.

**Fifteenth Judicial Circuit
Certified Process Server - Renewal Application**

Date: _____

Name: _____

Company Name: _____

CPS#: _____ Date of Birth: _____

Email Address*: _____

***All communications from Court Administration are made through email. Please ensure that you write your email address neatly and clearly. ***

Street Address _____

(to be placed
on the website &
on list sent to communities)

Business Phone: _____

(To be placed on website & published list)

Home Address: _____

(Physical, not P.O. Box)

Cellular Phone: _____

Home Phone: _____



ACKNOWLEDGMENT
CERTIFIED CIVIL PROCESS SERVER PROGRAM
Fifteenth Judicial Circuit

I, the undersigned, do hereby acknowledge that I understand that my status as a Certified Process Server in the Fifteenth Judicial Circuit of Florida is contingent upon my maintaining, in good standing, the bond posted with the Administrative Office of the Courts pursuant to Administrative Order 2.701. If said bond lapses or I am directed by the Court for any reason whatsoever to surrender the Certified Process Server Identification Card furnished to me by the Court Administrator, I shall do so without delay.

I have read Administrative Orders 2.701-2.709 (copies of which were emailed with the application notice and which are available at www.15thcircuit.com/processservers) and agree to abide by the same. Failure to comply may result in my de-certification as a process server with the Fifteenth Judicial Circuit.

I further understand that I must maintain with the Office of Certified Civil Process Servers a current physical address, email address, and phone number and failure to do so could result in de-certification.

I further understand that my continued certification as a certified process server with the Fifteenth Judicial Circuit for the upcoming calendar year is contingent upon my completion of a recertification training course.

I further represent that since October 1st of the previous year I (or my company if I am the owner of the company)

_____ have

_____ have not

had any complaints filed against me in my position as either a certified or special process server in any jurisdiction in which I serve. If a complaint outside of the Fifteenth Circuit has been filed, please attach a separate piece of paper listing the circumstances surrounding the complaint (including circuit/county, date of complaint and outcome).

PRINTED NAME: _____

SIGNATURE: _____

CPS# _____

DATE _____



FIFTEENTH JUDICIAL CIRCUIT
CPS RENEWAL ACKNOWLEDGEMENT OF TRAINING
INFORMATION

1. I understand that I must attend and complete a 4 hour continuing education course offered by the Florida Association of Professional Process Servers (FAPPS) before my certification will be renewed. The cost of which is \$75, paid directly to FAPPS. Training course and registration information is available here:
<https://www.fapps.org/afpsintroduction.aspx>
2. I further understand that failure to attend a continuing education course may result in decertification or other sanctions.

Signature: _____ Date: _____

Name and CPS No.: _____

- **Please return your completed application package via email to: CAD-ProcessServer@pbcgov.org**
(Remember to include the CAD and note that there are 3 s's in processserver).