



THE TWENTIETH JUDICIAL CIRCUIT OF FLORIDA  
CERTIFIED PROCESS SERVER PROGRAM  
1700 MONROE STREET  
FORT MYERS, FLORIDA 33901  
TEL. (239) 533-1719  
FAX (239) 533-1796



# Certified Process Server (CPS) APPLICATION

## PERSONAL INFORMATION

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

What county(s) do you prefer to offer service?  Charlotte  Collier  Glades  Hendry  Lee

Please read, complete, and initial the following:

- \_\_\_\_\_ I will provide proof of the successful completion of a sanctioned process server education course.
- \_\_\_\_\_ I will post an original bond in the amount of \$5,000.00 with a surety company.
- \_\_\_\_\_ I have delivered, or will deliver, a (*non-refundable*) application and criminal background-check fee.
- \_\_\_\_\_ I agree to submit to a complete criminal background check.
- \_\_\_\_\_ I will display, upon request, my CPS identification card while performing the duties of a Certified Process Server.
- \_\_\_\_\_ I will abide by the requirements of Florida Statutes, Ch. 48, Ch. 843, as well as any other laws or rules that may apply.
- \_\_\_\_\_ I recognize I will represent the Twentieth Judicial Circuit while serving process and agree to perform professionally.
- \_\_\_\_\_ I will notify the CPS Program of any changes to any representations made on this application, including, but not limited to, pending criminal actions.

## ADDRESS & BACKGROUND CHECK INFORMATION

Home Address (Not P.O.Box): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address, (if different): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Maiden & AKA Name(s): \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Sex:  M  F Race: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

## Criminal History

**1.** Do you currently have any pending criminal actions?  Yes  No If YES, list the charge, agency, address, phone number, agency case number or court case number:

Are you presently on probation for any criminal offense?  Yes  No If YES, provide detail:

**2.** In the last 5 years, have you ever been convicted of a felony, including any convictions that may be sealed or expunged?  
 Yes  No If YES, list the crime, disposition, and jurisdiction:

**3.** In the last 5 years, have you ever been convicted of a misdemeanor, including any convictions that may be sealed or expunged?  
 Yes  No If YES, list the crime, disposition, and jurisdiction:

I hereby apply to have my name placed on the List of Certified Process Servers for the Twentieth Judicial Circuit. I hereby declare that I have met or will meet the above initialed requirements to becoming named on the List. I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me from the List, and may be grounds for removal from the List at a later date. I understand that submitted applications become a public record. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

I hereby affirm that this application is true and correct, and that all information provided for this application true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

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