

PROCESS SERVER APPLICATION

1. Name _____
(Last Name) (First Name) (Middle Name)

2. Address _____
City _____ State _____ Zip _____

3. Work Telephone () _____ 4. Alternate Telephone () _____

5. Date of Birth _____ 6. Email Address _____

7. Driver's License Number _____ Issuing State: _____

8. Have you been disciplined by any state, national or federal licensing agency or authority which regulates any profession? Yes _____ No _____ *(If yes, please attach an explanation)*

I hereby swear that all information I have provided on this application and any attached explanations and accompanying forms are true, complete and correct. I understand that any information provided by me that the certifying entity finds to be false, incomplete or misrepresented in any respect are grounds for denial of an appointment and, if discovered after appointment, are grounds for disciplinary actions, including revocation of my appointment.

Signature _____ **Date** _____

Attachments Required by Chief Judge Asha F. Jackson

- Completed Affidavit for Appointment of Permanent Process Server
- Certified copy of applicant's birth certificate/certificate of naturalization
- Original results of a fingerprint-based criminal background check from a local Sherriff's office
- Certificate of completion of 12-hour pre-certification training
- Certificate of successful completion of the GCPS Exam
- Proof of a valid policy of liability insurance in the amount of at least \$25,000 (surety bond)