

PROCESS SERVER CERTIFICATION CHECKLIST

The application packet should be completed and all items on the checklist submitted to the Court Administrator's Office to insure certification in a timely manner.

- _____ Application for appointment as Process Server
- _____ Florida Driver's License of State of Florida Identification Card
- _____ Original \$5,000.00 Surety Bond Certificate or Original Renewal Certificate.
- _____ \$30.00 money order fee payable to Polk County BoCC for criminal records check, fingerprints, and first year I.D. badge
- _____ Validated receipt of \$75.00 application fee payable to **Clerk of Courts**
- _____ Oath of Office
- _____ Certificate of Good Conduct
- _____ Release of Information
- _____ Certificate of Knowledge of the Law
- _____ Class Certificate

*Second year and every year thereafter, \$5.00 fee payable to Polk County BoCC for mandatory I.D. Badge.

Please mail to: Office of the Court Administrator
P.O. Box 9000, Drawer J102
Bartow, FL 33831-9000

OR

Hand deliver to: Office of the Court Administrator
Suite 9A (9th Floor/Red Elevator)
Polk County Courthouse
Bartow, Florida