

# Process Server Certification

## Checklist for Annual Renewal

Step 1 - Applicant must submit the following to Court Administration:	
	Exhibit “B” –Certified Process Server Renewal Application
	Exhibit “C” – Certificate of Good Conduct
	\$5,000 Bond made out to: <b>19<sup>th</sup> Judicial Circuit Court</b>
	\$75.00 Check to The St. Lucie County Board of County Commissioners
	Process Server Education Certificate
	10 Notarized Returns of Service
<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 <a href="https://caps.fdle.state.fl.us">https://caps.fdle.state.fl.us</a> . (TCN number provided by the Sheriff’s office will be needed)
<p>FDLE will send the background report directly to Court Administration. Court Administration will contact the applicant once the submission has received recommendation from the Process Server Board and FINAL 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
	ID Badge and Process Server Oath

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