



11 th Judicial Circuit	
Certified Civil Process Server Standards and Requirements	
YOU MUST:	
1.	Be a permanent resident of the State of Florida.
2.	Be at least eighteen (18) years of age.
3.	Have no mental or legal disability.
4.	Submit to a background investigation which shall include a review of the applicant's criminal record, if any exists.
5.	Obtain and file with the application a certificate of good conduct which specifies all of the following: a. There is no pending criminal case against the applicant. b. There is no record of any felony conviction. c. There is no record of a conviction of the applicant for a misdemeanor involving moral turpitude or dishonesty within the past five (5) years. <i>Note: this document is automatically generated in your application.</i>
6.	Submit to a written examination testing the applicant's knowledge of laws and rules regarding the service of process. The Chief Judge has approved the Florida Association of Professional Process Servers' (FAPPS) sixteen (16) hour education course for new applicants and the four (4) hour continuing education course for renewing process servers to meet the process server program requirements.
7.	Execute a performance bond with a surety company authorized within Miami-Dade County in the amount of Five Thousand Dollars (\$5,000).
8.	Take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server.
9.	An applicant who completes the requirements set forth in Chapter 48 and set forth in Administrative Order 24-08 A1 shall be eligible to be placed on the approved list of process servers to serve initial non-enforceable civil process as may be authorized in §48.27, Florida Statutes.