



11th 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:
	<ul style="list-style-type: none"> • There is no pending criminal case against the applicant. • There is no record of any felony conviction of the applicant within the past five (5) years. • There is no record of a conviction of the applicant for a misdemeanor involving moral turpitude or dishonesty within the past five (5) years.
6.	Submit to a written examination testing the applicant's knowledge of laws and rules regarding the service of process.
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 16-11 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.