



11 th Judicial Circuit	
Certified Civil Process Server Recertification Directions	
YOU MUST:	
Step 1	Log into your account in the CPS Portal during the re-certification period. - Review the 'Important Dates and Fees' section on our website here. - Access the CPS Portal here. - Detailed instructions for using the portal can be found in the Process Server User Manual here.
Step 2	Attend a four (4) hour training course approved by Court Administration and pass the corresponding written examination. Recertification applicants must submit a certificate of completion of the Florida Association of Professional Process Servers' (FAPPS) four (4) hour course within twelve (12) months prior to the date of application.
Step 3	Upload Required Documents to the CPS Portal: - Renewed Bond in the amount of \$5,000, stamped by Clerk's Office; - Copy of \$200 application fee receipt from Clerk's Office. - Copy of FAPPS certificate of completion. <i>Note: After uploading all required documents, be sure to click Submit to send your application to the Process Server Coordinator for review.</i>
Step 4	Application Review: Process Server Coordinator will review your submitted documents. If your documentation is complete and accurate you will receive an email from the CPS Portal letting you know your application was accepted.
Step 5	ID Pick Up: Once your application has been accepted you may pick up your process server identification card on any of the designated dates. Important Dates and Fees can be found here . <i>Note: ID photos must be updated every two years.</i>