



_____ COUNTY SHERIFF'S OFFICE
CERTIFIED PROCESS SERVER
AUTHORIZATION REQUEST TO SERVE PROCESS
FORM 4

*Pursuant to Georgia Code 9-11-4.1, Such certified process server shall be entitled to serve in such capacity for any court of the state, anywhere within the state, **provided** that the sheriff of the county for which process is to be served allows such servers to serve process in such county.*

1. _____
Name of Process Server Requesting Authorization (printed) _____
Date
2. Is this a first time authorization request? Yes No
3. Is this a renewal authorization request? Yes No If yes, what is the expiration date? _____
4. Have you completed the annual 5-hour continuing education course required of certified process servers?
 Yes No N/A at this time If no, explain _____
5. _____
Name of Sheriff/County That Issued Your Certification _____
Certification Date

Approved

Denied

Approval Date _____

Expiration Date _____

Sheriff or Sheriff's Designee Signature

Date

Certified Process Server Signature

Date

If approval is granted, the period of authorization shall be for one year. A new authorization form must be submitted to the sheriff of the county where approval to serve process is being sought by the expiration date of the preceding year. If the server fails to re-new the authorization agreement, the server will be prohibited from serving until such time that authorization is approved by the sheriff. If the certified process server is serving without authorization, he or she is in violation of 9-11-4.1.