



Georgia Sheriffs' Association
CERTIFIED PROCESS SERVER RENEWAL APPLICATION

1. Name _____
(Last Name) (First Name) (Middle Initial)
2. Address _____
City _____ State _____ ZIP _____
3. Work Telephone () _____ 4. Alternate Telephone () _____
5. Date of Birth _____ 6. Race _____ 7. Gender _____
8. Email Address _____
9. Are you now, or have you even been, licensed to carry a firearm in this or any other state? Yes No
10. If yes to Question 9, for each indicate the state, the corresponding license number, and the issuance date
(attach additional sheets as necessary):

11. Are you appointed as a permanent process server pursuant to O.C.G.A. 9-11-4? *(If yes, please attach a list of all court appointments held as well as a contact name and number for each appointment)*
12. Have you been disciplined by any state, national, or federal licensing agency or authority which regulates any profession? Yes No *(If yes, please attached an explanation)*
13. Have you ever been convicted of, or have entered a plea of nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?
 Yes No *(If yes, please attach an explanation)*

I hereby swear that all information I have provided on this application and any attached explanations and accompanying forms are true, complete, and correct. I understand that any information provided by me that the certifying sheriff or Georgia Sheriffs' Association finds to be false, incomplete, or misrepresented in any respect are grounds for denial of a certificate and, if discovered after certification, are grounds for disciplinary actions, up to and including prosecution and revocation of my certificate.

Signature _____ Date _____

Required Attachments:

- Certificates of Completion (3 certificates) of the required annual 5 hour Continuing Education
- Copy of the Commercial Surety Bond or proof of Errors and Omissions Insurance Coverage
- Copy of Certified Process Server ID card
- Copy of Driver's License
- \$80 application fee (money order or cashier's check)
- Proof of completion of a fingerprint based criminal background check
- Electronic Photo Submission to GSA's Brent Loeffler at bloeffler@georgiasheriffs.org and Missy Sammons at msammons@georgiasheriffs.org