



\_\_\_\_\_ 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 \_\_\_\_\_

6. 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.*