



CERTIFIED PROCESS SERVER IDENTIFICATION CARD & PHOTOGRAPH SUBMISSION INFORMATION FORM 2

PHOTOGRAPH SUBMISSION

Pursuant to Georgia Code 9-11-4.1, the sheriff of any county of this state shall at the time of certification provide credentials in the form of an identification card to each certified process server. The identification card shall be designed to clearly distinguish it from any form of credentials issued to certified peace officers and will not be in the shape or form of a law enforcement badge. A certified process server shall display his or her credentials at all times while engaged in the service of process.

All applicants must submit electronically a color photograph to the Georgia Sheriffs' Association for use in the production of the identification card. The picture must:

- Be in color
- Taken against a solid, light background
- Clearly show the applicant's facial features
- The picture must be a close up displaying the applicant's full head and facial features
- A hat or clothing which obscures the facial features may not be worn
- Passport photos will not be accepted

When submitting the photograph to the Georgia Sheriffs' Association, include the following information:

- The applicant's name
- The applicant's company name (if applicable)
- The applicant's email address
- The applicant's office phone number
- The applicant's cell number

In the event there is a problem with the picture, this information will be used to contact the applicant and resolve the problem. By not submitting the requested information, the identification card could be delayed.

The photograph must be saved in a .jpg format. Email the above information and photograph to the GSA's Brent Loeffler at bloeffler@georgiasheriffs.org and Missy Sammons at msammons@georgiasheriffs.org