

# HOW TO BECOME A GEORGIA CERTIFIED PROCESS SERVER

Issued by GAPPS: The Georgia Association of Professional Process Servers

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## COMPLETE 12-HOUR CERTIFICATION COURSE

12-hour pre-certification classes are offered several times a year, and coincide with the AOC's [Administrative Offices of the Courts] CPS exam schedule.

Join our mailing list at [gappsprocess.org](http://gappsprocess.org) to get notified of upcoming courses, or watch our website for new course listings.



Join Our  
Mailing List

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## TAKE THE AOC CERTIFIED PROCESS SERVER EXAM

After completing the 12-hour CPS course, register for the state certification exam. The exam is offered at least four times a year, usually a couple of weeks after the 12-hour course.

Register for the exam at: <https://gcr.onegovcloud.com/#!/login>



AOC Exam  
Schedule

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## COMPLETE FINGERPRINT BACKGROUND CHECK

After you receive notification that you have passed the CPS exam, complete a Georgia criminal background check.

Service code = 2TGGXZ  
Agency code = Leave blank



Detailed  
Fingerprinting  
Instructions  
from Identogo



Identogo  
Fingerprinting  
Application

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## OBTAIN A PROFESSIONAL PHOTO

Obtain and electronically submit a color photograph to the Georgia Sheriffs' Association [GSA] for use in the production of your Georgia CPS ID card.

The photograph must be saved in a .jpg format. Email the above information and photograph to GSA via

Brent Loeffler: [bloeffler@georgiasheriffs.org](mailto:bloeffler@georgiasheriffs.org)  
Missy Sammons: [msammons@georgiasheriffs.org](mailto:msammons@georgiasheriffs.org)



CPS ID Card  
Detailed  
Instructions

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## OBTAIN SURETY BOND [OR E&O INSURANCE]

Obtain a \$25,000 surety bond or E&O insurance, one of which is required to obtain CPS certification. The GAPPS preferred vendor for bonding / insurance is Yergey Insurance: <https://www.yergeyins.com/>.



Surety Bond  
Application



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## SUBMIT CPS APPLICATION TO YOUR LOCAL SHERIFF

Complete the CPS application and submit it, along with the required supporting documents (photo, bond, fingerprint check, birth certificate, 12-hour course certificate, exam certificate, and \$80 fee) to your local sheriff.

The application can be found at: <https://gsacpsregistry.org/forms/>



CPS  
Application

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## EMAIL DIGITAL PHOTO TO GSA

As soon as you complete and submit the CPS application to your local sheriff, submit the photo you obtain [see step 4] to the GSA. Email the photo to:

Brent Loeffler: [bloeffler@georgiasheriffs.org](mailto:bloeffler@georgiasheriffs.org) and  
Missy Sammons: [msammons@georgiasheriffs.org](mailto:msammons@georgiasheriffs.org)

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## SWEARING IN

Once GSA has processed your application, they will return it to your local sheriff, who will, upon receipt of the application, call you to come in to the office to be sworn in.

Note: Do not be alarmed when you receive a form [“Form 4”] that **\*denies\*** your authorization to serve process. Remember that your authorization to serve comes from the courts, not your local sheriff. This is why step 9 is so vitally important!



Process  
Server  
Oath

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## PURSUE COURT APPOINTMENTS

Once you receive your CPS ID card from your local sheriff, begin to pursue court appointments through the various courts that would benefit you the most. Start with the Atlanta-area courts, most of which have appointment programs for process servers. Note that many of these are annual appointments which must be applied for in November of the previous year. GAPPS members can find a list of courts with appointment programs inside the server portal of our website.

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## COMPLETE ANNUAL CONTINUING EDUCATION [CE]

Complete the required 5-hour continuing education course yearly to remain certified. Go to [gappsprocess.com](http://gappsprocess.com) to see dates and course offerings for the 5-hour class.



GAPPS  
Website



Get more information at

[www.gappsprocess.org](http://www.gappsprocess.org)

