



## First Judicial Circuit of Florida

### Instructions for New Process Server Certification:

1. Pay a \$300 non-refundable application fee. This fee is made payable to Community Corrections. This fee can only be paid by Money Order or Visa/Mastercard (3% fee applies for credit card). NO CASH. **The application fee must be paid before taking the exam.**
2. Pass a written exam covering the Chapter 48 of the Florida Statutes. If the applicant does not pass the exam, the exam may be taken again no less than 30 days from original testing date. Exams are administered at Community Corrections located at 2251 N. Palafox Street, Pensacola, FL 32501. **The exams are scheduled by appointment only during the months of February through October.** You will take the exam and pay the application fee at the same location. Bring your payment and driver's license with you to the exam.
3. Complete an application. The application must be notarized. This can be done at the time of your appointment. Do not sign your application unless you are in front of a notary.
4. Obtain a Certificate of Good Conduct. This must be obtained at the Office of the State Attorney for the First Judicial Circuit located in the M.C. Blanchard Building located at 190 Governmental Center, Pensacola, FL 32502. The fee is \$25 made payable to the State Attorney. Acceptable forms of payment are Cash, Money Order or Cashier's Check. The certificate will cover Escambia, Santa Rosa, Okaloosa and Walton County.
5. Obtain a bond in the amount of \$5,000. This can done through any surety company authorized to do business in the State of Florida. The original bond must be filed with Community Corrections.

If you have any questions or are ready to take the exam, please call **850-595-3766**. This is voicemail message box only and is checked on a regular basis. Items 1 through 5 must be completed prior to your administrative order being requested for your certification.