



## First Judicial Circuit of Florida

### Instructions for Process Server Renewal:

1. Pay a \$200 renewal fee.

This fee is made payable to Community Corrections. This fee can only be paid by Check, Money Order or Credit/Debit (2.95% fee applies for card.) NO CASH.

2. Complete an application.

A new application must be filled out each year. The application must be notarized. Do not sign your application unless you are in front of a notary.

3. Renew bond in the amount of \$5000.

You must obtain a new bond or acquire a continuation certificate.

4. Obtain Certificate of Good Conduct.

Requests are only to be made by mail to the Office of the State Attorney in Pensacola, FL. The fee is \$25.

Acceptable forms of payment are check or money order made payable to "State Attorney".

Mail your request to: Office of the State Attorney, PO Box 12726, Pensacola, FL 32591.

**Your request must include your Name, Birthday, Social Security number, email address, and phone number.** Once processed, it will be forwarded to the appropriate parties and copied to you.

**\*DO NOT USE STAPLES OR PAPER CLIPS IN THE ENVELOPE\***

You may renew in person by appointment only or you may renew by mail/e-mail. Please call **850-595-3766** and leave a message for further instructions.

**If you do not renew your certification by your expiration date (your bond date) you will have to complete the instructions for a new process server.**