



First Judicial Circuit of Florida

Instructions for Process Server Renewal:

1. **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.
2. **Pay a \$200 renewal fee.** This fee is made payable to Community Corrections. This fee can only be paid by Money Order or Personal/Business Check, NO CASH.
3. **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.
4. **Renew bond in the amount of \$5,000.** The original bond or original continuous certificate must be filed with Community Corrections.

If you have any questions or are ready to make an appointment to renew your certification, please call **850-595-3766**. This is voicemail message box only and is checked on a regular basis. Items 1 through 4 must be brought with you at the time of your appointment. Appointments are scheduled on Fridays between the hours of 8:30 a.m. – 4:00 p.m.

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.