

PROCESS SERVER APPLICATION

1. Name _____
(Last Name) (First Name) (Middle Name)

2. Address _____

City _____ State _____ Zip _____

3. Work Telephone () _____ 4. Alternate Telephone () _____

5. Date of Birth _____ 6. Email Address _____

7. Driver's License Number _____ Issuing State: _____

8. Have you been disciplined by any state, national or federal licensing agency or authority which regulates any profession? Yes ___ No ___ *(If yes, please attach an explanation)*

I hereby swear that all information I have provided on this application and any attached explanations and accompanying forms are true, complete and correct. I understand that any information provided by me that the certifying entity finds to be false, incomplete or misrepresented in any respect are grounds for denial of an appointment and, if discovered after appointment, are grounds for disciplinary actions, including revocation of my appointment.

Signature _____ Date _____

Attachments Required by Chief Judge Tangela M. Barrie

- Completed Affidavit for Appointment of Permanent Process Server
- Copy of applicant's birth certificate
- Proof of criminal background check
- Certificate of completion of 12 hour pre-certification training

**IN THE SUPERIOR COURT OF DEKALB COUNTY
STATE OF GEORGIA**

IN RE: Application for Appointment as : Civil Action File
Permanent Process Server pursuant to : No. 15CV1025
O.C.G.A. § 9-11-4 (c) (1993). :

**AFFIDAVIT OF COMPLIANCE OF APPLICANT FOR APPOINTMENT
AS A PERMANENT PROCESS SERVER**

Personally appeared before me, the undersigned officer duly appointed to administer oaths,
_____, [insert full legal name of applicant - please print legibly] who, being
duly sworn, states and avers as follows:

1.

My full legal name is _____, [insert full legal name of applicant -
please print legibly]

2.

I am not suffering under any legal or mental disability and this affidavit is based upon my personal
knowledge.

3.

I am a citizen of the United States of America and am of the age of majority (eighteen years of
age or older).

4.

I have satisfied the requirements of O.C.G.A. § 9-11-4(c).

5.

I submit this affidavit in support of my application to be appointed as a "permanent" process server for the
Stone Mountain Judicial Circuit and swear that the above statements are true under oath and penalty of
perjury.

6.

If my application for appointment is granted I acknowledge that I **CANNOT** serve process in any case in
which I am a party and understand that my appointment expires on December 31, 2015.

This the _____ day of _____, 201_____.

Sworn and Subscribed before me
this _____ day of _____, 201_____

[Signature of applicant]

NOTARY PUBLIC

[Print full legal name of applicant]

My Commission Expires: _____

Applicant's address and daytime telephone number:

