

# Sheriff



*Monroe County Sheriff's Office*

*Robert P. Peryam, Sheriff*

*5525 College Road*

*Key West, Florida 33040*

*(305) 292-7000 FAX: (305) 292-7070 1-800-273-COPS*

*www.keyssso.net*

## SUBSTATIONS

Freeman Substation  
20950 Overseas Hwy.  
Cudjoe Key, FL 33042  
(305) 745-3184  
FAX (305) 745-3761

Marathon Substation  
3103 Overseas Hwy.  
Marathon, FL 33050  
(305) 289-2430  
FAX (305) 289-2497

Islamorada Substation  
87000 Overseas Hwy.  
Islamorada, FL 33036  
(305) 853-7021  
FAX (305) 853-9372

Roth Building  
50 High Point Road  
Tavernier, FL 33070  
(305) 853-3211  
FAX (305) 853-3205

## DETENTION CENTERS

Key West Det. Center  
5501 College Road  
Key West, FL 33040  
(305) 293-7300  
FAX (305) 293-7353

Marathon Det. Facility  
3981 Ocean Terrace  
Marathon, FL 33050  
(305) 289-2420  
FAX (305) 289-2424

Plantation Det. Facility  
53 High Point Road  
Plantation Key, FL 33070  
(305) 853-3266  
FAX (305) 853-3270

## SPECIAL OPERATIONS

P.O. Box 500975  
Marathon, FL 33050  
(305) 289-2410  
FAX (305) 289-2498

## AVIATION DIVISION

10100 Overseas Hwy.  
Marathon, FL 33050  
(305) 289-2777  
FAX (305) 289-2776

## COMMUNICATIONS

2796 Overseas Hwy.  
Marathon, FL 33050  
(305) 289-2351  
FAX (305) 289-2493

To Whom It May Concern:

Thank you for your expressed interest in becoming a Special Process Server in Monroe County, Florida. In order to become a Special Process Server you will need to be familiar with Chapter 48 of the Florida Statutes. You can get a copy of Chapter 48 of the Florida Statutes at your local Library or you can look them up online at <http://www.flsenate.gov>. Please complete the enclosed application and return it to our office with the \$250.00 processing fee and a completed records check. You may obtain this from the State of Florida at <https://www2.fdle.state.fl.us/cchinet/>. If you have had any arrest for the last 5 years you must provide us with a completed disposition from the Clerk of Courts where the arrest occurred. Please note we will not accept the application without the information attached and the processing fee. Please provide us with a check or money made payable to the Sheriff of Monroe County. If you have any questions please do not hesitate to contact me at 305-809-3041.

Sincerely,

Rachelle Gates, Supervisor  
Civil Process Division



**SPECIAL PROCESS SERVER APPOINTMENT APPLICATION**

**NAME:** \_\_\_\_\_  
          **LAST**                                  **FIRST**                                  **MIDDLE**

**RACE:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **HAIR:** \_\_\_\_\_ **EYES:** \_\_\_\_\_

**SOCIAL SECURITY:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**LENGTH OF TIME AT PRESENT ADDRESS:** \_\_\_\_\_

**DRIVERS LICENSE #:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**BUSINESS TELEPHONE #:** \_\_\_\_\_

**LENGTH OF TIME AT PRESENT EMPLOYMENT:** \_\_\_\_\_

**EDUCATION (INCLUDE HIGHEST GRADE COMPLETED):** \_\_\_\_\_

**HAVE YOU EVER BEEN OR ARE YOU NOW EMPLOYED BY ANY LAW ENFORCEMENT AGENCY? IF YES, GIVE DEPARTMENT, POSITION & DATES OF EMPLOYMENT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR DETAINED BY ANY POLICE AUTHORITY OR GOVERNMENT OFFICIAL?**

**HAVE YOU EVER BEEN CONVICTED, OR PLED GUILTY, NO CONTEST, OR NOLO CONTENDERL TO ANY CRIMINAL OFFENCE?**

**IF YOU NEED MORE ROOM PLEASE USE BACK OF APPLICATION.**