



# MONROE COUNTY SHERIFF'S OFFICE

## RICHARD A. RAMSAY, SHERIFF

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### BECOMING A SPECIAL PROCESS SERVER IN MONROE COUNTY

1. Must be at least 18 years of age.
2. Have no mental or legal disability.
3. Fill out a Special Process Server Appointment Agreement
4. Fill out an application form and submit the non-refundable sum of \$100 made out directly to Monroe County Sheriff's Office.
5. Submit to and pay for an FDLE background check online ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)) and showing there are no records of any felony convictions, nor a records of a misdemeanor involving moral turpitude or dishonesty, with respect to the applicant within the past 5 years and give results to Civil.
6. Complete a yearly 1 day training session with Avalon Legal Information Services, Inc. and get a passing grade of 80% or better. Call 386-760-6520 for fees and class times.
7. Obtain a bond in the amount of \$5000 with a surety company authorized to do business in this state for the benefit of any person wrongfully injured by any malfeasance, misfeasance, neglect of duty, or incompetence of the application in connection with his or her duties as a process server. This is to protect the Sheriffs' Office, not the process server themselves.
8. Once all requirements have been met and accepted, the applicant will be notified of their appointment and will be supplied with their Special Process Servers ID card





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### SPECIAL PROCESS SERVER APPOINTMENT APPLICATION

Name: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Social security number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Length of time at present address: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

State: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Business address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Business telephone number: \_\_\_\_\_

5525 COLLEGE ROAD KEY WEST, FL 33040

(305)292-7001

WWW.KEYSSO.NET





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Length of time are present employment: \_\_\_\_\_

Education (include highest grade completed): \_\_\_\_\_

Have you ever been or are you now employed by any law enforcement agency? If yes, what agency, position, and dates of employment.

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

Have you ever been arrested or detained by any police authority or government official?

\_\_\_\_\_

Have you ever been convicted, pled guilty, no contest, or nolo contendere to any criminal offense?

\_\_\_\_\_





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### SPECIAL PROCESS SERVER APPOINTMENT AGREEMENT

I, \_\_\_\_\_ by Richard A. Ramsay, Sheriff of Monroe County, Florida, to the position of Special Process Server. In consideration of and the appointment for other good and valuable consideration, I agree to said appointment being made on the following terms and conditions and agree that I \_\_\_\_\_ will and do:

1. Conform to Chapter 48 of the Florida State Statutes and all Federal, State, County and local laws, ordinances and regulations.
2. Notify the Sheriff in writing, immediately, of any change of employment, business or home address and telephone number, or the fact of my arrest or detention by any law enforcement officer.
3. Agree and consent to the fact that the appointment by the Sheriff as a Special Process Server is limited solely to the service of non-enforceable process and does not extend to the service of enforceable process of any kind whatsoever.
4. Charge only a reasonable fee for services.
5. Use for service of process and returns only those forms that have been approved for such purposes by the Courts of Monroe County, Florida.
6. Agree and certify that I am over the age of eighteen (18) years and a permanent resident of the State of Florida.
7. Agree to indemnify and hold harmless Sheriff Richard A. Ramsay, the Monroe County Sheriff's Office, its members, deputies, employees, agents and personnel or any party in privity with him or them, against all claims, suits, judgment, of any kind, character or nature, whatsoever, including those for costs and attorney's fees, that may arise from or could be caused by any act or omission on my part.
8. Certify and agree that I am not authorized to and cannot act as an agent, deputy or member of the Monroe County Sheriff's Office, so as to impose liability on Sheriff Richard A. Ramsay, the Monroe County Sheriff's Office, its deputies, members, employees, agents or personnel, or any party in privity with him or them, by reason of the doctrine of Respondent Superior, but shall perform service of process only on behalf of the person or organization hiring me or otherwise procuring my services in connection with service of non-enforceable process.
9. Agree, consent and fully understand that I serve at the pleasure of the Sheriff. I know and agree that my appointment is not a right but a privilege which is terminable at will and without cause by the Sheriff or any authorized representative of the Sheriff without any formality and without recourse on my part whatsoever.





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10. Agree that I shall serve no process in which I have an interest in the cause of action in which the process is being served.

11. Certify and agree that I shall not willfully or knowingly execute a false return or service or otherwise violate my Oath of Office and recognize that such violation may cause me to be guilty of a felony of the third degree punishable as provided for by law.

12. Certify and agree that I shall not circulate process in violation of Section 817.38, Fla. Stat.

13. Agree to submit to background investigation and fingerprints as the Sheriff or his designated representative may deem necessary and proper including the right to obtain and review the criminal record of the applicant.

14. Have no mental or legal disability.

15. Understand that an appointment as a Special Process Server authorizes to serve only non-enforceable process and does not make me a member of the Monroe County Sheriff's office or permit me to conduct or engage in any law enforcement activities whatsoever.

16. Agree to display my Special Process Server identification at all times.

**I HAVE READ AND I UNDERSTAND EVERY WORD OF THE FOREGOING AGREEMENT.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Home Address of Applicant/Email Address

\_\_\_\_\_  
Home Telephone Number





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STATE OF FLORIDA)

)

COUNTY OF MONROE)

BEFORE ME, personally appeared \_\_\_\_\_ the aforesaid applicant, who is personally known to me and on oath says and deposes that he/she has read and understood the foregoing provision of this application and has signed same fully intending to be bound thereby and that \_\_\_\_\_ will honestly, diligent and faithfully exercise the duties of the Office of Special Process Server.

\_\_\_\_\_

Date

\_\_\_\_\_

NOTARY PUBLIC

My commission expires: \_\_\_\_\_





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## LIMITED APPOINTMENT OF SPECIAL PROCESS SERVER

You, \_\_\_\_\_ are hereby appointed a Special Process Server pursuant to section 48.021, Fla. Stat., subject to the conditions and restrictions contained in the foregoing Special Process Server Appointment Agreement, effective immediately. This appointment expires at midnight on December 31, 2022, but may be withdrawn at any time.

Richard A. Ramsay,  
Sheriff of Monroe County

By: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_   
Date of Appointment

