



MONROE COUNTY SHERIFF'S OFFICE

RICHARD A. RAMSAY, SHERIFF

To Whom It May Concern:

Thank you for your expressed interest in becoming a Special Process Server in Monroe County, Florida. The department accepts applications quarterly. 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 online at www.flsenate.gov. Please complete the enclosed application and return it to our office with the \$250.00 processing fee and a completed record's check. Please note your application will be processed at the end of the quarter. Please note the following dates: 1st quarter January 1st to March 31st, 2nd quarter April 1st to June 30st, 3rd quarter July 1st to September 30th and 4th quarter October 1st to December 31st. Please note all appointments will expire December 31st of the year you are appointed.

You must obtain a record's check from the State of Florida on the Florida Department of Law Enforcement website. If you have had any arrest for the last 5 years you must provide us with a certified disposition form 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 please note all fees are nonrefundable. If you have any questions please do not hesitate to contact me at 305-809-3041.

Sincerely,

Gina Rivas, 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 CONTENDERE TO ANY CRIMINAL OFFENSE? _____

IF YOU NEED MORE ROOM PLEASE USE BACK OF APPLICATION.