

## **Frequently Asked Questions About Process Server Certification**

**1. *I want to be certified by the Supreme Court to serve process. Where can I obtain an application for certification?***

Applications are available on the Court's website at <http://www.supreme.courts.state.tx.us/psrb/psrbhome.asp>. Please download the application form, the instruction sheet, and the request for criminal history record form. Follow the instructions on the instruction sheet carefully! Your application will be rejected if it is not completed properly.

**2. *I submitted my application to the Process Service Review Board. How long will it take to process my application?***

Applications must be postmarked by the last day of the month to be reviewed for the following month. All changes and approvals are posted to the website no later than the 10th of each month.

It is Board policy that applications with criminal history be reviewed at each quarterly meeting of the full board during Executive Session. Approvals are posted to the website within five days of the meeting.

**3. *Will certified process servers be given ID badges?***

No. The Supreme Court will not be issuing ID badges. You should include your ID number on all your returns. Anyone wishing to confirm your status as a certified process server may do so by checking the list of certified servers on the Court's website at [www.supreme.courts.state.tx.us](http://www.supreme.courts.state.tx.us).

**4. *Why do some, but not all, of the ID numbers contain an 'H'?***

If you have an 'H' in your ID number, you are certified to serve for all Texas courts. If you do not have an 'H' in your name, you are certified to serve all courts except for courts in Harris County.

**5. *When is the next educational course offered?***

- You must contact the approved course director directly to find out about specific class offerings. You may check the PSRB website for courses approved by the Supreme Court of Texas.

**6. *Can I submit my application to the Supreme Court and then take an approved course?***

No. As the instruction sheet clearly states—in a paragraph labeled **IMPORTANT**—"your application will not be considered if it does not include . . . a certificate from the director of an approved civil process service course that certifies that you have completed the approved course within the prior year." This same warning is reiterated at the bottom of the application itself.

**7. *I am the director of a civil process server course and would like to have my course approved by the Supreme Court. Where can I obtain an application for approval?***

Please submit a written course proposal directly to the Process Service Review Board:

The Supreme Court of Texas  
Attention: Texas Process Service Review Board  
P.O. Box 12248  
Austin, Texas 78711

To increase your chances of approval, please provide the Review Board with detailed information about your course and, particularly, your course curriculum.

**8. *I serve process for only one or a handful of counties in the area in which I live. Do I have to be certified by the Supreme Court?***

The new rules still allow any person “authorized by law or by written order of the court” and “who is not less than eighteen years of age” to serve process. Thus, a trial court may elect to continue its current practice of authorizing process service. You should check with your local court if you are uncertain.

**9. *I have a complaint about a certified process server. What can I do?***

Complaint forms are available at <http://www.supreme.courts.state.tx.us/psrb/pdf/PSRBComplaintForm.pdf>. Please submit your completed complaint form to:

The Supreme Court of Texas  
Attn: Process Service Review Board  
P.O. Box 12248  
Austin TX 78711  
Fax - 512-463-1365 (Attn: Process Service Review Board)

If you believe a certified process server has committed a criminal act, please contact your local law enforcement agency.

**10. *I am a certified process server, and I need to update my contact information. How do I do that?***

All requests to update contact information must be submitted in writing to the PSRB main address or by email to [processservers@courts.state.tx.us](mailto:processservers@courts.state.tx.us).

**11. *I have read the Court’s order on certification and the Court’s instruction sheet, but I still have a question. Is there someone I can call?***

Yes, you may leave a message for the Process Server Review Board at 512-463-2713. Please make sure you have read all the information on the website before you call the Board and allow at least 7 working days for a response from the Board.

**12. *Can a Supreme Court authorized private process server still serve process by certified mail?***

Yes, the wording was added to clarify that if the clerk of the court issuing the citations is requested to effect service by certified mail, they must do so upon request.

**13. *Why is my application being returned?***

Your application is incomplete or signed incorrectly. You must answer each question asked of you and you may *only sign the application in TWO places*. See example: [http://www.supreme.courts.state.tx.us/psrb/pdf/psapp\\_form101807eg.pdf](http://www.supreme.courts.state.tx.us/psrb/pdf/psapp_form101807eg.pdf). Your notary should read your application to ensure it is completed correctly before notarizing.