

Office Use Only:
SC _____
EXP _____

SUPREME COURT OF TEXAS PRIVATE PROCESS SERVER APPLICATION

PLEASE TYPE

NEW RENEWAL

PERSONAL INFORMATION

Name: _____
Last First Middle Suffix

Social Security Number: _____ Sex: M F Date of Birth: _____
(MM/DD/YY)

Driver's License #: _____ Issuing State: _____ Exp: _____
(MM/YY)

CONTACT INFORMATION

Home Address

Physical Address (No Post Office Boxes)

Mailing Address (if different from above)

City _____ State _____ Zip Code _____
() ()

Phone _____ Cell _____

Email Address

Employer Address

Name of Business

Mailing Address

City _____ State _____ Zip Code _____
() ()

Phone _____ *Self Employed* Y N

Email Address

****INFORMATION BELOW WILL BE USED FOR APPROVED PROCESS SERVER LIST ON SUPREME COURT WEBSITE****

Information for Supreme Court Website Process Server List

*****NAME TO BE USED AS A PROCESS SERVER*****

Mailing Address

City _____ Zip Code _____
() ()

Phone _____ Fax _____

Email Address

*****NAME TO BE USED AS A PROCESS SERVER:** When asked to provide the name to be used as a Process Server, you should enter the name exactly as you intend to sign documents when serving process. The name you choose to enter can be the full legal name or any variation thereof. For instance, if your full legal name is Jonathan James Doe, you may choose to qualify as a Process Server under the name Jonathan J. Doe or Jon Doe instead of your full legal name. The name that you choose to enter will be the name that appears on the on the Complete Statewide List of Certified Process Servers posted on the Supreme Court of Texas Website. When serving process, you should sign your name exactly as it appears in the Complete Statewide List of Certified Process Servers.

2 - NAME: _____

Name of civil process service course you completed: _____

Date of completion: _____
(MM/DD/YY)

Have you ever been denied a license, permit, bond, or other authorization to do business? _____

If so, please provide a date of denial and explain the circumstance of your denial: _____

Has your authority to serve process ever been denied, terminated, revoked, vacated, suspended or sanctioned? _____

If so, please provide the date this action was taken and the circumstances surrounding the action: _____

EMERGENCY CONTACT INFORMATION

Please designate a friend, family member or colleague who could reach you in case of an emergency:

Name: _____ **Relationship:** _____
Last First Middle

Address: _____
Physical Address (No Post Office Boxes)

City State Zip Code

Phone: () _____ () _____
Home Cell

() _____ () _____
Work Fax

Email: _____

I swear or affirm under penalty of perjury that: (* Sign next to one of the following and below)

I have never been convicted of a felony or of a misdemeanor involving moral turpitude. Enclosed is my original criminal history record obtained from the Texas Department of Public Safety within 90 days preceding this application.

* _____
Applicant's Signature

I have been, or may have been, convicted of a felony or of a misdemeanor involving moral turpitude. Enclosed is my original criminal history record obtained from the Texas Department of Public Safety within 90 days preceding this application.

* _____
Applicant's Signature

I understand that, if my application is approved and I am ever convicted of a felony or of a misdemeanor involving moral turpitude, I must immediately notify the clerk of the Supreme Court of that conviction and immediately cease to serve process pursuant to that certification.

I will not serve process in any cause in which I am a party or have an interest in the outcome of the case.

I understand that, if appointed to serve process, I am not an employee of the State of Texas or any of its courts or offices and I will have no claims or rights as such.

I will notify the Clerk of the Supreme Court of Texas, within 15 days, of any change in information I have provided above, and I understand that my failure to do so may be grounds for immediate suspension of my process service certification. I further swear or affirm that everything in this application is true and correct.

* _____
Applicant's Signature

Subscribed to and sworn to me this _____ day of _____, 20 ____ .

Notary Public

IMPORTANT: This application will not be considered unless accompanied with: (1) an original fingerprint card and criminal history record obtained from the Texas Department of Safety in Austin, Texas, within the preceding 90 days and, (2) an original certificate from the director of an approved civil process service course that certifies that you have completed the approved course within the prior year.

NO APPLICATION FEE IS REQUIRED AND NO FEE SHOULD BE SUBMITTED TO THE PSRB