

PROCESS SERVER APPLICANT CHECKLIST

These things must be completed before your application will be processed:

_____ Return the **current application** form located on the website. You may refer to How to Fill Out an Application on the PSRB website.

- Check the box for new applicant or renewal. Renewal means you already have an SC number.
- Do not leave any information blank in the section labeled "Personal Information."
- Employer information is needed, and it is helpful if you check the box marked "Self Employed" if you are not employed by a process server company.
- Your application will not be accepted if the section labeled "Information for Supreme Court Website" is blank. Also you must list your name as you will sign documents for the web listing. This must include your surname (reference Rule 14.4(b) (4)) and any variant of your name. Three initials are not acceptable nor may you use a business name alone or in conjunction with your legal name.
- It is acceptable to not list your home address in the section labeled "Information for Supreme Court Website" but you must provide your city and zip code and a phone number.
- Did you sign in only 2 places on page 2?
- Ensure that you return the original, properly notarized form. Copies of an application are not accepted.

_____ Include **one original course certificate** from a Supreme Court approved education provider. The course must have been taken within (and no more than) one year of applying.

_____ A **fingerprint card** which has been processed by the Texas Department of Public Safety (DPS) is no longer required. If you obtained your criminal history through electronic fingerprint methods, provide a FAST receipt along with the supporting DPS documents. This must be processed within 90 days (and no more than) of applying.

_____ Include the **Criminal History Report** provided by DPS. For those with no record DPS will send you a notarized report stating "No Criminal Record Found." Regardless of whether or not you have a criminal record, criminal history reports obtained online from the DPS website will not be accepted.

_____ If you have a criminal record you must **submit certified final dispositions** for any case that occurred within the past 20 years if the disposition is not provided on the DPS Criminal History Report **or** if it was classified as a felony.

To avoid delays in processing, mail all of these items together in one package to the following address:

Process Server Review Board
PO BOX 12066
Austin, Texas 78711-2066

All information on the application process is located on the website:
<http://www.courts.state.tx.us/psrb/psrbhome.asp>

November 10, 2008