

# TEXAS PRIVATE PROCESS SERVER APPLICATION INSTRUCTION SHEET

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1. Complete a civil process service educational course approved by the Supreme Court of Texas within one year of (and no more than) filing your Private Process Server Application. You may check the Process Server Review Board website for a list of approved courses. Upon completion of the course, the course director should supply you with a certificate of completion.

2. Obtain a card with your fingerprints from your local law enforcement agency and fill out the card. (Do not fold this card!) For information about processing fingerprints electronically, refer to the Texas Department of Public Safety website at: [http://www.txdps.state.tx.us/administration/crime\\_records/pages/applicantfingerprintservices.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm)

3. Submit a written request for your criminal history record to the Texas Department of Public Safety in Austin, Texas. For your convenience, a form request letter is attached. Your form must include your full name, including any aliases, your social security number and driver's license number, if applicable, your date of birth (month, date, and year), your sex and race, and a current mailing address and contact number. You must sign the request!

4. Mail the completed form, your signed fingerprint card, and \$15 (check or money order only) to:

Texas Department of Public Safety  
Crime Records Service  
P.O. Box 15999  
Austin, Texas 78761-5999  
Attention: Correspondence

If a criminal history record is found, the record will be returned to the address listed in your request letter. *If a disposition is unavailable on your record, you must provide the Board with a certified copy of the final disposition for each arrest from the court.* If no record is found, you will receive a report verifying no record found.

5. Complete the attached Private Process Server Application. The application must be sworn and notarized.

6. Mail the application, along with the original of your certificate of completion from an approved civil process server education course and the original of your criminal history record from the Department of Public Safety, to:

The Supreme Court of Texas  
Attention: Texas Process Server Review Board  
P.O. Box 12066  
Austin, Texas 78711

**IMPORTANT: Your application will not be considered if it does not include: (1) an original criminal history record obtained from the Texas Department of Public Safety in Austin, Texas, within the preceding 90 days (2) a FAST receipt along with the supporting DPS documents (If you obtained your criminal history through electronic fingerprint methods) and (3) 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.**

7. Your application will be reviewed and approved or rejected for good cause by the Texas Process Server Review Board. The Board will notify you whether you are approved or rejected.

8. If your application is approved, you will be assigned a unique identification number. Your name and ID number will be posted on a list maintained on the PSRB website at [www.courts.state.tx.us/psrb/psrbhome.asp](http://www.courts.state.tx.us/psrb/psrbhome.asp). Write this ID number on each return of service filed with any Texas court.

9. Your approval to serve process, however, is not indefinite. The certification will expire three (3) years after the last day of the month of approval and, upon expiration, your name and identification will be removed immediately from the Court's list of certified process servers on its website.

10. **Importantly, neither the Supreme Court nor the Process Server Review Board will notify you that your certification has expired; rather, it is your sole responsibility to renew your application.**

11. To renew your application, you must essentially repeat the application process again. Please refer to the Rules of Judicial Administration, rule 14.4(c). You may renew no sooner than 90 days and no less than 45 days of your expiration date. Complete another approved civil process education course within one year of (and no more than) filing your renewal application and obtain a certificate of completion. Obtain a criminal history record from the Department of Public Safety within 90 days of (and no more than) your renewal. Submit originals of these two items, along with the Private Process Server Renewal Application, to:

The Supreme Court of Texas  
Attention: Texas Process Server Review Board  
P.O. Box 12066  
Austin, Texas 78711

12. **Your certification may be revoked at any time for good cause, including a conviction of a felony or a misdemeanor involving moral turpitude. If you are convicted of a felony or a misdemeanor involving moral turpitude at any time after you are certified as an approved process server, you must immediately notify the Texas Process Server Review Board and cease to serve process.**

Process Server Review Board website:  
<http://www.courts.state.tx.us/psrb/psrbhome.asp>