

Office Use Only:
SC _____
EXP _____

**SUPREME COURT OF TEXAS
PRIVATE PROCESS SERVER APPLICATION**

PLEASE TYPE

NEW OR RENEWAL #SC

PERSONAL INFORMATION

Name: _____
Last First Middle Suffix
Social Security Number: _____ Sex: M F Date of Birth: _____
(MM/DD/YY)
Driver's License or State ID: _____ Issuing State: _____ Exp: _____
(MM/YY)

Contact Preference

Mail: Home Work Check preference for Board related mailings. If both, or neither, is selected, mail will be sent to home address.

Home Address

Street Address (No Post Office Boxes)

City State Zip Code
() _____
Phone Cell

Email Address

Employer Address

(If different from above)

Mailing Address

City State Zip Code
() _____ *Self Employed Y N*
Phone

Email Address

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

Information for PSRB Website

Process Server List
(City and Zip are required)

*****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 a 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 but must include both a full first or second name and your surname. Initials alone will not be accepted. The name that you choose to enter will be the name that appears on the Complete Statewide List of Certified Process Servers posted on the PSRB 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

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 swear or affirm that 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 understand that it is my responsibility to completely and accurately complete this application and that my failure to do so may result in the application either not being processed or not being processed in a timely manner.

I swear or affirm that 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 that everything in this application is true and correct.

* _____
Applicant's Signature

Subscribed to and acknowledged by me this _____ day of _____, 20 _____.

Notary Public

IMPORTANT: This application will not be considered unless accompanied with: (1) a 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

Remit To: Supreme Court of Texas ▪ Process Server Review Board ▪ P.O. Box 12066 ▪ Austin, Texas ▪ 78711