



# DeKalb County Superior Court

## PROCESS SERVER APPLICATION

Renewal  
 New

1. Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)
2. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
3. Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_
4. Name of Business (if any): \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Are you now, or have you even been, licensed to carry a firearm in this or any other state?  
 Yes  No *(If yes, please attached an explanation)*
7. Have you been disciplined by any state, national, or federal licensing agency or authority that regulates any profession?  
 Yes  No *(If yes, please attached an explanation)*
8. Have you ever been convicted of, or have entered a plea of nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?  
 Yes  No *(If yes, please attached an explanation)*

**I hereby swear that all information I have provided on this application and any attached explanations and accompanying forms are true, complete, and correct. I understand that any information provided by me that the court finds to be false, incomplete, or misrepresented in any respect are grounds for denial of a certificate and, if discovered after certification, are grounds for disciplinary actions, up to and including prosecution and revocation of my certificate.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Active GSA certified required documents:**

- Completed DeKalb County Superior Court Process Server Application
- Completed Affidavit for Appointment of Permanent Process Server
- Results of a state and federal criminal background check populated within 30 days of application submission.
- GSA Identity card
- Proof of completion of the Georgia Process Servers 5 Hour Continuing Education Training

**All other applicant required documents:**

- Completed DeKalb County Superior Court Process Server Application
- Completed Affidavit for Appointment of Permanent Process Server
- Results of a state and federal criminal background check populated within 30 days of application submission.
- Copy of applicant's birth certificate/certificate of naturalization
- Proof of completion of the Georgia Process Servers 12-Hour Pre-Certification Training or current proof of completion of the Georgia Process Servers 5 Hour Continuing Education Training.
- Proof of successfully passing the Georgia Certified Process Server State Examination
- Proof of commercial surety bond or policy insurance

**Submit completed application with required documents to [dnedwards@dekalbcountyga.gov](mailto:dnedwards@dekalbcountyga.gov)**