

PROCESS SERVER APPLICANT CHECKLIST

Before you begin to complete the application, it is important that you read the instructions on the coversheet of the application.

_____ Return the most current application form located on the [PSRB website](http://www.courts.state.tx.us/psrb/psrbhome.asp).
(<http://www.courts.state.tx.us/psrb/psrbhome.asp>)

FEES (Application, page 2)

_____ Check the appropriate box for the fee amount that you owe.

_____ Include your certified check or money order in the correct amount.

Payment of Fees. Payment of each fee shall be in the form of a money order, cashier's check, or bank-certified check, made payable to either the Process Server Review Board or the State of Texas. The Board cannot accept cash or credit/debit cards. **All fees are non-refundable.**

_____ If renewing or requesting reinstatement; include your SCH ID# and current expiration date.

PERSONAL INFORMATION (Application, page 2)

_____ Do not leave any information blank except it is acceptable to not list an e-mail address if e-mail is not a feasible way to consistently correspond with you.

_____ Select your address preference for official Board business correspondence.

INFORMATION FOR WEBSITE (Application, page 2)

_____ Do not leave any information blank. It is acceptable to not list your home address in the section labeled "Information for Supreme Court Website" except you **MUST** provide your city and zip code and a phone number.

_____ In the section for "Information for the Supreme Court Website" you **MUST** list your name as you will sign documents for the web listing. This must include your surname (reference [Rule 14.4\(b\)\(5\)](#)) and any variant of your name. Initials alone are not acceptable nor may you use a business name alone or in conjunction with your legal name.

ADDITIONAL CONTACT INFORMATION (Application, page 3)

_____ Include only information relating to process serving activities. State that you are "Self Employed" if you are not employed by a process server company. Employment information unrelated to process service is not necessary.

SUPPLEMENTARY INFORMATION (Application, page 3)

_____ Read questions carefully and answer each question yes or no. If yes to any of the first three, you will be asked to provide details.

_____ 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.

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CRIMINAL HISTORY (Application, page 4)

_____ Sign next to only one of the criminal history affirmations. Either you **HAVE NEVER BEEN CONVICTED** or you **HAVE BEEN OR MAY HAVE BEEN CONVICTED** of a felony or of a misdemeanor other than a minor traffic violation. You cannot attest to both.

_____ Include the **ORIGINAL** Criminal History Report certified by the Texas Department of Public Safety. The procedure for review of personal criminal history record information is available on the Texas Department of Public Safety website at http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm. The Texas Department of Public Safety has contracted with Fingerprint Applicant Services of Texas (FAST) to provide fingerprinting services. For a list of FAST locations and hours of operation, please visit [L-1 Identity Solutions, Enrollment Services Division](#).

_____ If you have ever been adjudged guilty of or entered a plea of guilty or no contest in return for a grant of deferred adjudication to any felony or misdemeanor other than a juvenile offense or misdemeanor traffic offense in Texas or any other jurisdiction, then **YOU HAVE BEEN OR MAY HAVE BEEN CONVICTED** of a felony or misdemeanor and if a disposition is unavailable on your record you must provide a certified copy of the charging instrument, judgment, and disposition, including dates, charges, court, court location, and any other pertinent information even if your plea resulted in probation or deferred adjudication that was successfully completed and subsequently dismissed. Driving While Intoxicated is NOT considered a minor traffic violation and should be reported.

Criminal history reports downloaded from the DPS website are not acceptable. Name searches are not acceptable. The report must come from the Crime Records Service Bureau of the Texas Department of Public Safety in Austin.

DECLARATION (Application, page 4)

_____ Do not leave any information blank. You must complete and sign the declaration for your application to be accepted.

WHERE TO SUBMIT

Submit your complete application:

- _____ Complete original application
- _____ Fee
- _____ Original course certificate
- _____ Original criminal history report from the Texas Department of Public Safety
- _____ Certified copies of criminal history related court documents (if applicable)

If by First Class Mail:

Process Server Review Board
ATTN: APPLICATIONS
PO Box 12066
Austin, TX 78711-2066

If by Courier or Certified Mail:

Process Server Review Board
ATTN: APPLICATIONS
205 West 14th Street, Suite 600
Austin, Texas 78701

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