



PROCESS SERVER REVIEW BOARD
APPOINTED BY
THE SUPREME COURT OF TEXAS

APPLICATION FOR CERTIFICATION

- PLEASE PRINT OR TYPE • IF QUESTIONS ARE NOT APPLICABLE, ENTER "NA" •
- DO NOT LEAVE QUESTIONS BLANK • THIS FORM MUST BE SIGNED UNDER PENALTY OF PERJURY •

MUST READ

DO NOT COMPLETE THIS APPLICATION UNTIL YOU HAVE READ AND ARE SURE THAT YOU HAVE UNDERSTOOD THE FOLLOWING

Pursuant to § 51.008 of the Texas Government Code, the Supreme Court of Texas has approved the fees recommended by the Process Server Review Board to be charged for process server certification and renewal of certification. The legislation provides that the Office of Court Administration will arrange for the collection of the fees and their deposit with the Comptroller of Public Accounts.

NEITHER THE PROCESS SERVER REVIEW BOARD NOR THE OFFICE OF COURT ADMINISTRATION WILL BE RESPONSIBLE IF YOU SEND EITHER YOUR APPLICATION OR FEES TO AN INCORRECT ADDRESS. SUBMITTING EITHER YOUR APPLICATION OR FEES TO AN INCORRECT ADDRESS MAY CAUSE YOUR ENTIRE APPLICATION TO BE LATE, INTERCEPTED, LOST OR CONSIDERED INCOMPLETE RESULTING IN YOUR BEING LIABLE FOR LATE FEES.

Your application for certification must be complete before it is processed for consideration. A complete application consists of the correct certification fees, a properly completed and signed four-page application, course certificate and criminal history information.

Faxed and emailed applications are not accepted.

Refer to www.courts.state.tx.us/psrb for access to Rule 14 of the Rules of Judicial Administration regarding Statewide Certification to Serve Civil Process.

WHERE TO SEND YOUR COMPLETE APPLICATION PACKET

Submit your complete application:

If By First Class Mail:

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

If By Courier or Certified Mail:

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

Office Use Only: Date Complete:	File #:
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Office Use Only: T-Code: 188	PCA: 31317	COBJ: 3175
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FEES

<input type="checkbox"/> FIRST TIME APPLICANTS:	Application fee of \$225.00
<input type="checkbox"/> TIMELY RENEWAL APPLICANTS:	Application fee of \$225.00
<input type="checkbox"/> LATE RENEWAL/REINSTATEMENT: <i>(received less than 45 days before the date of expiration or after expiration)</i>	Application fee of \$337.50

Each application must be submitted with the appropriate fee and in accordance with the application instructions attached and available on the Board's website. Fees must be in the form of a money order, cashier's check, or bank-certified check made payable to the State of Texas or the Process Server Review Board. **Cash and credit/debit cards cannot be accepted. Rejection or withdrawal of application will not entitle applicant to a refund of the fee or any part thereof. ALL FEES ARE NON-REFUNDABLE.**

Have you ever been certified as a process server by the Process Server Review Board Appointed by the Supreme Court of Texas?
 Yes _____ No _____

If renewing certification or applying for reinstatement, please provide your Supreme Court identification number and the expiration date of certification
SCH ID #: _____ **Exp. Date:** _____
 (XXXXXX) (mm/dd/yy)

PERSONAL INFORMATION

NAME AND HOME ADDRESS	Male <input type="checkbox"/> Female <input type="checkbox"/>					
	SSN:		Date of Birth	Driver's License #	State	DL Expiration Date
	Last			Suffix	First	MI
	Street Address (No Post Office Boxes or Private Mail Boxes)				Apartment/Unit #	
	City		State	Zip		
	Home Phone			Alternate Phone		
	Email Address					
	<input type="checkbox"/> If you check this box, Board staff will communicate with you by e-mail, except when notice by U.S. Mail is required. If e-mail is not a feasible way to consistently correspond with you, please do not provide it.					

Contact Preference Home: Business: (If both or neither is selected, mail will be sent to home address)

INFORMATION FOR STATEWIDE LIST OF CERTIFIED PROCESS SERVERS INFORMATION BELOW IS REQUIRED FOR THE PSRB WEBSITE – ONLY SHADED AREAS ARE OPTIONAL

WEBSITE	NAME TO BE USED AS A PROCESS SERVER		
	Address		Unit/Suite #
	City	State	Zip
	Phone	Fax	
	Email		
	<p>NAME TO BE USED AS A PROCESS SERVER: The name you choose to enter must be your full legal name or a variation thereof. INITIALS ALONE WILL NOT BE ACCEPTED. For example, 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. The name you 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.</p>		

ADDITIONAL CONTACT INFORMATION

PROCESS SERVER AFFILIATION	<i>Business Name (Please state if self-employed)</i>			
	<i>Address</i>		<i>Unit/Suite #</i>	
	<i>City</i>	<i>State</i>	<i>Zip</i>	
	<i>Phone</i>			
	<i>Email Address</i>			
EMERGENCY (Other than self)	<i>Last</i>	<i>Suffix</i>	<i>First</i>	<i>MI</i>
	<i>Address</i>		<i>Apartment/Unit #</i>	
	<i>City</i>	<i>State</i>	<i>Zip</i>	
	<i>Home Phone</i>		<i>Alternate Phone</i>	
	<i>Email Address</i>			
	<i>Relationship</i>			

SUPPLEMENTARY INFORMATION

<p>Have you ever been relieved of responsibilities as a process server by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion? Yes or No If yes, please provide a date of relief from responsibility and explain the circumstances:</p>
<p>Have you ever been denied a license, permit, bond, or other authorization to do business? Yes or No If yes, please provide a date of denial and explain the circumstance of your denial:</p>
<p>Has your authority to serve process ever been denied, terminated, revoked, vacated, suspended or sanctioned in Texas or any other jurisdiction? Yes or No If yes, please provide a date this action was taken and the circumstances surrounding the action :</p>
<p>Name of civil process service course you completed: _____ Enclosed is my original course certificate.</p>
<p>Date of completion: _____ (Must be within one year of the date of this application.)</p>

Office Use Only:
Date Complete: _____ File #: _____

Office Use Only:
T-Code: 188 PCA: 31317 COBJ: 3175

AFFIRMATIONS

I declare under penalty of perjury that:

If my application is approved and I am ever convicted of a felony or of a misdemeanor involving moral turpitude, I will immediately notify the Clerk of the Supreme Court of Texas of that conviction and immediately cease to serve process pursuant to that certification.

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 certified to serve process, I am not because of such certification an employee or officer 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 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 will notify the Clerk of the Supreme Court of Texas, within 15 days, of any change of information I have provided in this application, and I understand that my failure to do so may be grounds for immediate suspension of my process server certification.

If my application to serve process is granted or if my application for renewal of authorization to serve process is granted, I understand that in addition to endorsing my Supreme Court certification number on the return of service filed with the court I am also required to endorse the expiration date of my certification on the return of service filed with the court.

I understand that any certification under the provisions of Rule 14 of the Rules of Judicial Administration is for a limited period of time (3 years) and must be renewed by me no later than 45 days prior to the date of expiration of each three-year period of certification without further notice from the Process Server Review Board.

I understand that once my certification expires, I will not be able to serve civil process under applicable Texas Supreme Court Orders and any civil process that I serve pursuant to my Texas Supreme Court certification after expiration and before reinstatement may be voidable.

I further declare under penalty of perjury that:

(*Sign next to ONLY ONE of the statements below)

I HAVE NEVER BEEN CONVICTED of a felony or of a misdemeanor other than a minor traffic violation.

Applicant's Signature

I HAVE BEEN OR MAY HAVE BEEN CONVICTED* of a felony or of a misdemeanor other than a minor traffic violation.

Applicant's Signature

Please note that 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.*

Enclosed is my original criminal history record certified by the Texas Department of Public Safety within 90 days preceding the date of this application.

DECLARATION

My name is _____, date of birth is _____ and my
(First) (Middle) (Last) (Month, Day, Year)
address is _____
(Street) (City) (State) (Zip Code)
and _____. I declare under penalty of perjury that all the information provided in this
(Country)
application is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____
(Month) (Year)

Declarant's Signature

**NOTICE: THIS IS A GOVERNMENTAL RECORD.
ANY FALSE ENTRY MADE ON THIS DOCUMENT COULD BE CONSIDERED A CRIMINAL VIOLATION.**