



# MONROE COUNTY SHERIFF'S OFFICE

## RICHARD A. RAMSAY, SHERIFF

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To Whom It May Concern:

Thank you for your expressed interest in becoming a Special Process Server in Monroe County, Florida. The department accepts applications quarterly. In order to become a Special Process Server you will need to be familiar with Chapter 48 of the Florida Statutes. You can get a copy of Chapter 48 of the Florida Statutes at your local Library or online at [www.flsenate.gov](http://www.flsenate.gov). Please complete the enclosed application and return it to our office with the \$250.00 processing fee and a completed record's check. Please note your application will be processed at the end of the quarter. Please note the following dates: 1<sup>st</sup> quarter January 1<sup>st</sup> to March 31<sup>st</sup>, 2<sup>nd</sup> quarter April 1<sup>st</sup> to June 30<sup>st</sup>, 3<sup>rd</sup> quarter July 1<sup>st</sup> to September 30<sup>th</sup> and 4<sup>th</sup> quarter October 1<sup>st</sup> to December 31<sup>st</sup>. Please note all appointments will expire December 31<sup>st</sup> of the year you are appointed.

You must obtain a record's check from the State of Florida on the Florida Department of Law Enforcement website. If you have had any arrest for the last 5 years you must provide us with a certified disposition form from the Clerk of Courts where the arrest occurred.

Please note we will not accept the application without the information attached and the processing fee. Please provide us with a check or money made payable to the Sheriff of Monroe County please note all fee's are nonrefundable. If you have any questions please do not hesitate to contact me at 305-809-3041.

Sincerely,

Rachelle Gates, Supervisor

Civil Process Division



**SPECIAL PROCESS SERVER APPOINTMENT APPLICATION**

**NAME:** \_\_\_\_\_  
                    **LAST**                                    **FIRST**                                    **MIDDLE**

**RACE:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **HAIR:** \_\_\_\_\_ **EYES:** \_\_\_\_\_

**SOCIAL SECURITY:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**LENGTH OF TIME AT PRESENT ADDRESS:** \_\_\_\_\_

**DRIVERS LICENSE #:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**BUSINESS TELEPHONE #:** \_\_\_\_\_

**LENGTH OF TIME AT PRESENT EMPLOYMENT:** \_\_\_\_\_

**EDUCATION (INCLUDE HIGHEST GRADE COMPLETED):** \_\_\_\_\_

**HAVE YOU EVER BEEN OR ARE YOU NOW EMPLOYED BY ANY LAW ENFORCEMENT AGENCY? IF YES, GIVE DEPARTMENT, POSITION & DATES OF EMPLOYMENT.**

\_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR DETAINED BY ANY POLICE AUTHORITY OR GOVERNMENT OFFICIAL?** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED, OR PLED GUILTY, NO CONTEST, OR NOLO CONTENDERE TO ANY CRIMINAL OFFENSE?** \_\_\_\_\_  
**IF YOU NEED MORE ROOM PLEASE USE BACK OF APPLICATION.**