



Broward County Sheriff's Office
2601 West Broward Boulevard
Fort Lauderdale, Florida 33312
Phone (954)831-8774

Special Process Server Program Application 2024/2025

All applicants must read, complete, and initial each page and provide all supporting documentation required in this special process server application packet. Please print the completed application, initial, sign, and notarize the required pages.

Applicants **may not** have a pending criminal case and no record of any felony conviction, nor a record of a misdemeanor involving moral turpitude or dishonesty, with respect to the applicant within the past 5 years, this is to include any record sealed and/or expunged (See List of Moral Turpitude on page 7).

The only forms of payment accepted will be cash, business check, and money order (**no personal checks**). The application fees are currently as follows:

1. Renewal Fee - \$150
2. New Applicant Fee - \$200

Conditional Existence of the Special Process Server Program

1. The Broward Sheriff's Office Special Process Server Program (SPSP) functions at the discretion of the Sheriff. A yearly review of the SPSP is conducted to determine its continued necessity. The Sheriff reserves the absolute right to discontinue the SPSP.
2. The Sheriff reserves the right to seek revocation of any appointment at any time it is determined that the Special Process Server (SPS) is not fully and properly discharging his/her duties and/or for non-compliance with laws and procedures relating to the service of process.
3. All applicants must have and demonstrate a working knowledge and understanding of Florida Statutes Chapter §48 and all Rules of Civil and Criminal Procedure governing service of process.
4. By initialing and signing where appropriate in this packet you are hereby agreeing to the terms and conditions contained therein. You are also agreeing that you have reviewed the packet in its entirety, understand the information and requirements of the program, and are aware of your obligations and responsibilities during the application process and upon successfully being admitted into the program.

Special Process Server Program Outline

1. Appointments will run concurrent to the fiscal year of Broward County, that is, they are effective from October 1 and run through September 30, and are subject to annual renewal.
 - A. The deadline for applications is July 31st, 2024. Incomplete applications or applications received after the deadline will **not** be processed. **There are no exceptions.**
 - B. The processing fee collected for New and Renewal Applicants is **non-refundable** and is subject to change from year to year.

Applicant's Initials: _____



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- C. Applicants who do not submit a completed application prior to the designated deadline will automatically forfeit their appointment for the upcoming year and will be subject to a complete reapplication process in any subsequent years.
 - D. The Broward Sheriff's Office shall require that each applicant for appointment to the SPSP meet the standards set forth for this position. The applicant will be subject to a thorough background check, which may include a polygraph and drug test
 - E. Each applicant will be required to satisfactorily pass a written examination administered by the Florida Association of Professional Process Servers (FAPPS), which will test their knowledge of the applicable statutes, policies, and information in the SPSP application. All applicants must pass the examination with a score of 80% or higher and maintain a current certificate.
 - F. All appointees will attend designated coordination/administrative meeting(s) as scheduled and mandated by the Captain of the Civil Division. Failure to attend is grounds for termination from the program.
 - G. All applicants should log on to the Broward Sheriff's Office website <https://www.sheriff.org/LE/Pages/CivilDivision/Server.aspx> for all information regarding:
 - 1. The application processes.
 - 2. FAPPS Training Classes.
 - 3. Swearing-in date and location.
2. Upon appointment, the SPS will receive a BSO-owned photo identification card with an annual expiration date of September 30. The issued identification must be carried at all times during the performance of duties as an SPS and may be used only for the purpose of serving non-enforceable civil process. A \$25.00 fee will be charged for any replacement identification card needed during the course of an appointment year, along with a police report for the lost or stolen identification card.
3. A SPS must file complete and legible affidavits, indicating the type of writ or papers being served and the address for service. Additionally, charges for service must be included on the Return of Service form (the affidavit).

Due Process Afforded to Special Process Servers

- 1. As an appointee of the Sheriff, the SPS will be expected to maintain a courteous, professional demeanor and appearance with both the public and the Broward Sheriff's Office staff. Additionally, the SPS will be expected to adhere to all laws and rules pertaining to the service of civil process.

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NOTE: Although appointed by the Sheriff, an SPS is **not an employee of the Broward Sheriff's Office**. No SPS may represent him/herself as being employed by the Broward Sheriff's Office. Expressions such as:

- A. "I'm with the Sheriff's Office"
- B. "I'm from the Sheriff's Office"
- C. "Broward Sheriff's Office"

Or any other statements, which are designed to use the authority and power of the Broward Sheriff's Office to assist the SPS in serving civil process, could be grounds for disciplinary action.

- 2. All complaints against an SPS will be investigated by the Civil Division Sergeant and/or Civil Process Supervisor and will require a written or verbal explanation from the SPS. The Civil Division Captain will determine what; if any discipline should be imposed upon the SPS, the SPS will be notified, in writing, prior to discipline being imposed.
- 3. A SPS may appeal the Civil Division Captain's decision to impose discipline by submitting in writing, a request to the Civil Division Captain to convene the Complaint Review Committee (CRC). The request must be submitted within five working days of being notified of the Civil Division Captain's intent to discipline. Upon receipt of the written appeal, the Civil Division Captain will, within ten working days, convene the CRC.

Complaint Review Committee (CRC)

- 1. CRC will review and make a recommendation of the appropriate disposition of the complaint against SPS to the Sheriff or his designee.
- 2. The CRC will consist of three voting members. The Civil Division Captain will select the voting members to consist of:
 - A. Civil Division Sergeant
 - B. One Civil Deputy
 - C. One person selected by the Sheriff or designee.

The Civil Division Captain and a representative from the Office of the General Counsel may attend as non-voting members.

- 3. The CRC will convene on an "as needed" basis after the investigation of a complaint and the recommended disciplinary action by the Civil Division Captain. All members of the CRC must be present for the committee to convene.

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4. Copies of reports and statements will be provided to the CRC at the time the committee convenes. The Civil Captain or designee, upon conclusion of the committee's review, will collect all copies of reports.
5. The CRC may hear direct testimony.
6. The CRC will not be open to the public unless required by law.
7. Determination of disposition will be based on the review of all reports, evidence, and statements. Final disposition will be based on a "Preponderance of the Evidence Standard." Disposition of findings will be based on a majority vote. The disposition findings are as follows:
 - A. **SUSTAINED** – A preponderance of the evidence supports the allegation.
 - B. **NOT SUSTAINED** – A preponderance of the evidence does not support the allegation.
 - C. **EXONERATED** - Facts of investigation identify that the incident occurred. However, given the circumstances, the SPS was justified in his or her actions.
 - D. **UNFOUNDED** - Facts of the investigation reveal that the incident did not occur as alleged by the complainant.
8. In those cases, in which an allegation of misconduct has been sustained, the CRC will recommend appropriate disciplinary action to be taken. Recommended action may consist of one or a combination of the following:
 - A. Letter of counseling
 - B. Temporary suspension from the Special Process Server Program
 - C. Termination from the Special Process Server Program
9. The protocol of the CRC is informal, and proceedings will not be recorded. The recommendation of the CRC is advisory and not binding upon the Sheriff or his designee.
10. After review by the Sheriff, or Sheriff's designee, the Special Process Server who is the subject of the complaint will be notified, in writing or verbally by the Civil Division Captain, as to the final disposition and discipline, if any.
11. In cases involving serious allegations of misconduct, the SPS who is the subject of the investigation may at the discretion of the Captain of the Civil Division, be suspended as an appointee until such time as the investigation is completed. An SPS who is suspended or terminated will immediately return their assigned BSO identification card to the Civil Division.



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Special Process Server Agreement

The *undersigned* does hereby apply for an appointment, by the Sheriff of Broward County, as a Special Process Server, and in consideration of any such appointment agrees to the terms and conditions, as set forth herein. Failure to conform or abide by said conditions may result in immediate termination of appointment. The undersigned shall:

1. Conform and abide by the requirements of Florida Statutes §48.021 and the policies and procedures of the Broward Sheriff's Office Special Process Server Program. In addition to the requirements outlined in Florida Statutes §48.021, a SPS may not be admitted to the SPS Program if their appointment was previously revoked for misconduct. Applicants **may not** have a pending criminal case and no record of any felony conviction, nor a record of a misdemeanor involving moral turpitude or dishonesty, with respect to the applicant within the past 5 years, this is to include any record sealed and/or expunged. (See List of Moral Turpitude on page 7).
2. Provide written notification to the Sheriff of the name and business address of the *undersigned's* employer; the name and address of any new or subsequent employer; and upon change of employment, the *undersigned* will present to the Sheriff's Office a letter from applicant's previous employer indicating the reason for resignation or termination. The *undersigned* shall also immediately notify the Sheriff, in writing, of any changes in residence and/or telephone number.
3. Acknowledge that the *undersigned's* authority provided upon admission into the SPS program shall be strictly limited to the service of non-enforceable process only and does not extend to enforceable process of any kind whatsoever.
4. Use only Return of Service forms that are approved by the Chief Judge of the 17th Judicial Circuit. Effective October 1, 2000, the forms shall not use the words "**Sheriff of Broward County**" "**Sheriff Gregory Tony**" or other similar languages.
5. Agree that the applicant may be liable to, and agrees to indemnify and hold harmless, the Sheriff, his department, agents, employees, servants, designee, and other persons for any claims, suits, judgments of any kind and nature whatsoever, that may arise from or could be caused by any act or omission on the part of the *undersigned*.
6. Acknowledge and agree that the Sheriff shall have the absolute discretion to revoke an appointment at any time it is determined that an SPS is not fully and properly discharging their duties or acting within the applicable guidelines of the Broward Sheriff's Office or has been convicted of a felony or a misdemeanor crime involving moral turpitude. The applicant recognizes and agrees that no property interest may be claimed in the appointment, and therefore waives any right to claim a property interest.
7. Certify that the undersigned shall act solely within the scope of his/her duties as an SPS as delineated in Florida Statutes §48.021.
8. Serve no process in which the undersigned has an interest in the cause of action or is directly an employee of the law firm for which process is being served. The *undersigned* shall not willfully or knowingly execute a false Return of Service or otherwise violate the Oath of Office. The



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undersigned acknowledges that such a violation may cause the *undersigned* to be guilty of a felony of the third degree and that the *undersigned* could be permanently barred from serving process in Florida and further agrees that this *undersigned* shall not simulate or circulate process as prohibited by Florida Statute 817.38.

9. Review and understand the provisions of Sections 843.081 (Prohibited use of certain lights; penalty), 843.085 (Unlawful use of police badges or other indicia or authority), Section 30.46 (Sheriffs; motor vehicles color combination; badges; simulation prohibited; penalties) Florida Statutes. BSO policy prohibits the use of any type of badge along with our identification card. The authorized identification card, which is issued to SPS, is strictly for identification purposes in the performance of official duties and is exempted from this provision. The BSO identification card is the property of BSO and may not be altered or otherwise tampered with.
10. Agree and consent to a background investigation by the Broward Sheriff's Office, which may, at the discretion of the Broward Sheriff's Office, include a polygraph exam and a drug test. The *undersigned* also agrees to submit to random drug testing as a condition of the *undersigned's* continued appointment during the annual term. The *undersigned* shall hold harmless the Sheriff, his agents, attorneys, and employees from any damage incurred as a result of any test conclusion, whether erroneous or not, resulting in the revocation or other discipline of the SPS.
11. Submit to and pass a written examination with a minimum score of 80% testing the knowledge of the applicable statutes, rules, policies, and information contained in the SPS packet prior to appointment. Failure to pass this examination shall result in the rejection of this application for appointment.
12. Renew his/her appointment annually.
13. Agree to display his/her BSO-issued SPS identification card when requested, or otherwise required.
14. Not misrepresent him/herself as an employee of the Broward Sheriff's Office nor use statements such as "**I'm with BSO**", "**Broward Sheriff's Office**" or "**I'm from BSO**" or similar statements, which give persons the impression that the SPS is employed with the Broward Sheriff's Office.
15. Agree to advise the Broward Sheriff's Office, in writing, immediately upon becoming aware that the SPS is a subject/suspect in a criminal investigation, or is under indictment, or under arrest. The SPS may be required by this agency to provide police reports, sworn statements, and/or testify before the Broward Sheriff's Complaint Review Committee (CRC) on the above matters.

Applicant's Signature: _____ **Date:** _____

Applicant's Initials: _____



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*Applicants **may not** have any felony convictions or any misdemeanor convictions involving moral turpitude or dishonesty within the past 5 years, this is to include any record sealed and or expunged.

THE STATUTES BELOW CONSTITUTE CRIMES INVOLVING MORAL TURPITUDE.

If you have been convicted of any crimes in the past 5 years on this list you will not be appointed as a Special Process Server in Broward County (This list of crimes is subject to change at the sole discretion of the Sheriff and is provided as examples of crimes that will disqualify the applicant).

LIST OF MISDEMEANOR OFFENSES

The enumerated misdemeanors are listed in Florida State Statutes.

- | | |
|---|---|
| 117.03 False Oath before a notary | 828.122 (4) (b) Fighting or baiting animals |
| 316.1935 Fleeing and attempting to elude an officer | 831.30 Prescription fraud |
| 409.325 Public assistance fraud | 831.31 (1) (b) Manufacture of counterfeit controlled substance |
| 522.22 (3), (4), (5), (6), (7), (10), Explosives violations | 832.041 Stopping payment of check with intent to defraud |
| 784.011 Assault | 832.05 (2), (4) Passing worthless checks |
| 784.03 Battery | 837.02 Perjury not in official proceedings |
| 785.05 (2) Culpable negligence with injury | 837.05 False report to law enforcement |
| 790.01 (1) Carrying concealed weapon | 837.06 False official statements |
| 790.10 Improper exhibition of a weapon/firearm | 839.20 Refusal to serve an arrest warrant |
| 790.17 Furnishing weapons to minors | 834.02 Resisting an officer without violence |
| 790.18 Selling weapons/firearms to minors | 843.06 Refusal to aid law enforcement officer |
| 790.24 Willful failure to report gunshot wounds | 843.08 False impersonation of an officer |
| 790.27 Possession/sale of firearm with altered S/N | 843.13 Aiding inmates to escape from training school |
| 794.027 Failure to report sexual battery | 843.17 Publishing name and address of law enforcement officers |
| 796.06 Renting space for prostitution/lewdness | 847.011 (1), (2), (4) Pornography offenses |
| 796.07 Prostitution/lewdness | 847.0125 (2) Retail display of obscenity to minors |
| 800.02 Unnatural or lascivious act | 847.013 (2) Commercial display of obscenity to minors |
| 800.03 Exposure of sexual organs | 847.06 Transport of obscenity into the state |
| 806.101 False alarms of fires | 847.07 Wholesale promotion of obscenity |
| 806.13 Criminal mischief | 856.021 Loitering or prowling |
| 810.08 Trespass in a structure or conveyance | 870.01 Affrays and riots |
| 812.014 (2) (d) Petit theft | 870.02 Unlawful assemblies |
| 812.016 Procession of altered property | 876.17 Burning a cross in a public place |
| 812.081 Theft of trade secrets | 876.18 Burning a cross on property of another |
| 812.14 Theft of utilities/cable services | 893.13 (1)(a) 3.,(1)(d) 3.,(1)(g),(2)(a),(2)(b), controlled substances violations |
| 817.235 Removing or altering property identification marks | 914.22 Witness tampering |
| 817.39 Distribution of fictitious court documents | 944.35 (3) Malicious battery on a prison inmate |
| 817.49 False report of a crime | 944.36 (7) (a) False reporting concerning use of force on an inmate |
| 817.563 Sale of counterfeit controlled substance | 944.37 Acceptance of unauthorized compensation |
| 817.565 Fraudulent urine drug test | |
| 827.04 (2), (3) Child abuse | |
| 827.05 Negligent treatment of children | |
| 827.06 Persistent nonsupport of child /spouse | |



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APPLICATION CHECK-OFF LIST

Applicant: Initial and date where applicable.

PRIOR TO SUBMITTING THE COMPLETED APPLICATION, THE APPLICANT IS ENCOURAGED TO MAKE A COPY OF THE ENTIRE PACKET FOR HIS/HER RECORDS.

COMPLETED & NOTARIZED:

- Special Process Server Agreement (signed)
- Application form – (signed / each page initialed)
- Personal Reference – Notarized - **New Applicants ONLY**
- Certificate of Good Conduct – Notarized – ALL applicants
- Application fee payable to Broward Sheriff's Office (new applicant \$200 / renewal \$150)

ATTACHMENTS:

- Valid Florida Driver's License (with current name and address)
- Social Security Card (with current name)
- *Private Investigators License
- *Concealed Weapons Permit
- *Certified Copy of Arrest Disposition (within the past 5 years)
- FAPPS education class certificate of completion

**If applicable*

Note: General requirements for a Special Process Server are found in Florida Statute 48.021.



Broward County Sheriff's Office

Special Process Server Application

Renewal Application

If you have previously been a Broward Special Process Server, provide your prior assigned number:

PERSONAL INFORMATION					
Full Name: _____					
Last		First		Middle	
Florida Driver's License Number: _____			Concealed Weapons Permit Number: _____		
Social Security Number: _____		Sex: M	F	Date of Birth: _____	
Race:	White	Black	Asian	American Indian	

HOME ADDRESS	
Home Address (no post office box): _____	
City: _____	State: _____ Zip Code: _____
Mailing Address (if different): _____	
City: _____	State: _____ Zip Code: _____
Phone Number: (____) _____	Cell Phone: (____) _____
Email Address: _____	

EMPLOYER ADDRESS (if applicable)	
Employer Name: _____	Are You Self-Employed? Yes No
Business Address (no post office box): _____	
City: _____	State: _____ Zip Code: _____
Email Address: _____	
Special Process Server Roster: List how you want your information to appear on the Broward Sheriff's Website:	
Your Name: _____	Business Name (if any): _____
Phone Number: (____) _____	



Broward County Sheriff's Office

Special Process Server Application

Renewal Application

CRIMINAL HISTORY

1. Do you currently have any pending criminal actions? **YES** **NO**

If YES, list the charge, agency, address, phone number, agency case number or court case number, and provide official copy of the police report.

2. Are you presently on probation for any criminal charges? **YES** **NO**

If YES, please provide details.

3. In the last five (5) years, have you ever been convicted of a felony, including any convictions that may have been sealed or expunged? **YES** **NO**

If YES, please detail the crime, disposition, jurisdiction, and provide court disposition.

4. In the last five (5) years, have you ever been convicted of a misdemeanor of moral turpitude, including any convictions that may be sealed or expunged? **YES** **NO**



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Renewal Application

LAW ENFORCEMENT (Used to determine appropriate information subject to public records disclosure law)

1. Have you ever been employed as a law enforcement officer? **YES** **NO**

If YES, please provide the agency's name.

- 1. Agency Name: _____ Phone Number: _____
- 2. Agency Name: _____ Phone Number: _____

Under Florida law, home addresses, telephone numbers, social security numbers, and photographs of certain individuals are confidential and exempt from disclosure provisions of Florida's public records law (s. 119.071, Florida Statutes).

Answer YES to this question **ONLY IF** you belong to one of the following categories:

- 1. Former or current law enforcement officers.
- 2. District court of appeal judges.
- 3. Circuit court judges, or county court judges.
- 4. Personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect.
- 5. Personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities.
- 6. Personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement.
- 7. Firefighters certified in compliance with s. 633.35.
- 8. State attorneys, assistant state attorneys, statewide prosecutors, assistant statewide prosecutors.
- 9. Human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties.
- 10. Spouses and children of these individuals.

EVEN IF YOU DO NOT QUALIFY FOR THE EXEMPTION AS DESCRIBED ABOVE:

Section 790.0601, FS, makes the personal identifying information of any concealed weapon licensee or applicant confidential and exempt from disclosure provisions of Florida's public records law EXCEPT IN THE FOLLOWING CONDITIONS:

(1) We have the express written consent of the applicant or licensee or his/her legally authorized representative to disclose information. (2) We receive a court order showing good cause for the disclosure of that information; or (3) we receive a request from a law enforcement agency in connection with the performance of that agency's lawful duties and responsibilities.

However, this exemption is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and may be repealed, unless the Legislature chooses to review and reenact the exemption.

Do you Qualify under F.S.S. 119.071 or 790.060(1)? **Yes** **No**

- 1. _____ 2. _____
- Exemption Category #
- Exemption Category #

Applicant Signature: _____ Date: _____



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Renewal Application

Certificate of Good Conduct

I DO HEREBY CERTIFY that, to the best of my knowledge, there currently are no pending criminal charges against me and no record of any felony conviction, nor a record of a misdemeanor involving moral turpitude or dishonesty.

I understand that effective October 1, 2008; the Sheriff may require a clear felony record and misdemeanor record involving moral turpitude or dishonesty for more than five (5) years, as allowed pursuant to Florida State Statute 48.021(2) (c).

I further understand and agree that this document is to be submitted, signed and notarized, with my application, and will become a permanent part of my application and file.

I have read, understood and agreed with the provisions of the Special Process Server Program and will honestly, diligently and faithfully exercise the duties of a Special Process Server.

Date: _____

Signature of Applicant: _____

Address: _____

Telephone Number: _____

*****NOTARY USE ONLY*****

State of: _____ County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ by _____, known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____