



COUNTY SHERIFF'S OFFICE
CERTIFIED PROCESS SERVER
AUTHORIZATION REQUEST TO SERVE PROCESS
FORM 4

Pursuant to Georgia Code 9-11-4.1, the sheriff of the county shall determine if a certified process server is authorized to act and serve process in the sheriff's county.

1. _____
Name of Process Server Requesting Authorization (printed) _____ Date _____
2. Is this a first time authorization request? Yes No
3. Is this a renewal authorization request? Yes No If yes, what is the expiration date? _____
4. Have you completed the annual 5-hour continuing education course required of certified process servers?
 Yes No N/A at this time If no, explain _____
5. _____ Name of Sheriff/County That Issued Your Certification _____ Certification Date _____

Approved

Denied

Approval Date _____

Expiration Date _____

Sheriff or Sheriff's Designee Signature _____

Date _____

Certified Process Server Signature _____

Date _____

If approval is granted, the period of authorization shall be for one year. A new authorization form must be submitted to the sheriff of the county where approval to serve process is being sought by the expiration date of the preceding year. If the server fails to re-new the authorization agreement, the server will be prohibited from serving until such time that authorization is approved by the sheriff. If the certified process server is serving without authorization, he or she is in violation of 9-11-4.1.

October 2011