



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Process Server Certification

### Continuing Education and Pre-Orientation Approval Form

Please Type or Print Legibly.

Please check the appropriate box below.

Providers:  CE Program Provider  Pre-Orientation Course Provider

Process Servers:  Program Attendee

**Submit completed application with supporting documentation to:**

P O Box 12066, Austin, TX 78711-2066 or 205 W. 14<sup>th</sup> St., Ste. 600, Austin, TX 78701

(All fields must be completed. Notifications to applicants will be sent via email.)

<b>Name of Requestor:</b>	
<b>Certification Number:</b>	
<b>Certification Expiration Date:</b>	

<b>Mailing Address:</b> <i>(Include city, state, and zip)</i>					
<b>Phone #:</b>		<b>Fax #:</b>		<b>Email Address:</b>	

<b>Name of Program Provider:</b>	
----------------------------------	--

<b>Provider Contact Person:</b>	<b>Provider Phone Number:</b>

<b>Title of Program:</b>	
--------------------------	--

<b>Date(s) of Program:</b>	<b>City &amp; State of Program:</b> <i>(name of website if online course)</i>

<b>Total Hours Requested:</b>

**Please provide a detailed description of the program.** *(Attach a brochure or course outline to describe the content of the program, the time devoted to each segment, and the presenters.)*

**How does this program increase or maintain the skills or competence of a process server?**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date