



VERNON BETTS
SHERIFF
CITY OF ST. LOUIS
CARNAHAN COURTHOUSE
1114 MARKET STREET - SUITE 112
ST. LOUIS, MISSOURI 63101
(314) 622-4131

APPLICATION FOR SPECIAL PROCESS SERVER

DATE _____

LAST NAME _____ FIRST NAME _____ MI: _____

LIST ALL OTHER NAMES YOU HAVE USED (MAIDEN NAME, NICKNAMES
OR ALIASES) _____

ADDRESS _____ CITY: _____ STATE _____ ZIP _____

PHONE NUMBER# _____

DATE OF BIRTH _____ SS# _____

AGE _____ SEX _____ HEIGHT _____ WEIGHT _____ HAIR _____ EYES _____

DO YOU POSSESS A VALID DRIVER'S LICENSE? YES _____ NO _____

DRIVER'S LICENSES # _____ STATE _____

BUSINESS: NAME _____

ADDRESS _____ PHONE# IF DIFFERENT _____

CITY _____ STATE _____ ZIP _____

YOU MUST HAVE AT LEAST A HIGH SCHOOL DIPLOMA OR EQUIVALENT TO BE A
LICENSED PROCESS SERVER. CAN YOU SUPPLY US WITH A COPY OF ONE OF THE
FOLLOWING FOR OUR RECORDS?

YES _____ NO _____ IF NO PLEASE EXPLAIN _____

DID YOU GRADUATE HIGH SCHOOL? YES _____ NO _____

IF YOU DID NOT, DO YOU HAVE A (GED) YES _____ NO _____

COLLEGE OR UNIVERSITY 1 2 3 4

DID YOU GRADUATE? YES _____ NO _____ MASTERS OR ABOVE? _____



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AUTHORIZATION FOR RELEASE OF INFORMATION

I REQUEST AND AUTHORIZE YOU TO FURNISH TO THE ST. LOUIS CITY SHERIFF'S DEPARTMENT, ANY AND ALL INFORMATION THAT YOU MAY HAVE CONCERNING ME, INCLUDING, BUT NOT LIMITED TO, MY SCHOOL RECORDS OR TRANSCRIPTS, AND OR ANY CRIMINAL HISTORY RECORDS.

PLEASE INCLUDE ANY AND ALL INFORMATION OF A CONFIDENTIAL OR PRIVILEGED NATURE IF IT IS REQUESTED. THIS INFORMATION IS TO BE USED TO ASSIST THIS DEPARTMENT IN DETERMINING MY QUALIFICATIONS FOR THE POSITION I AM SEEKING AS A LICENSED SPECIAL PROCESS SERVER.

I HEREBY RELEASE YOU, YOUR ORGANIZATION OR OTHERS FROM ANY LIABILITY OR DAMAGE WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED.

I ALSO HAVE READ, UNDERSTAND AND ACCEPT ALL THE REQUIREMENTS IN THE APPLICATION INSTRUCTIONS.

I UNDERSTAND AN NCIC (FBI) RECORD CHECK WILL BE CONDUCTED WHICH WILL INCLUDE ALL STATE AND LOCAL CRIMINAL INFORMATION.

PRINT NAME

SIGNATURE

CURRENT ADDRESS

DATE

PURSUANT TO ST. LOUIS CITY REVISED CODE SECTION 3.02.060 THERE WILL BE A \$20.00 SERVICE FEE FOR ALL RETURNED CHECKS.