

**APPLICATION AND AFFIDAVIT FOR PLACEMENT ON
LIST OF APPROVED PRIVATE PROCESS SERVERS**

This form must be completed in its entirety in order to be considered for approval. Incomplete forms will be returned without explanation.

Process Server's Information:

Legal Name: _____

Current Address: _____ City/State/Zip _____

Email Address: _____ Telephone Number: _____

Primary occupation: _____

Name of employer: _____

Percentage of work allocated to service of process: _____

Please describe your experience and background in performing service of process: _____

I, _____, being duly sworn under oath and penalty of perjury

(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with your hand-written initials each qualification that applies.)

- ___ I am at least eighteen (18) years of age;
- ___ I am a citizen of the United States;
- ___ I have a high school diploma or equivalent;
- ___ I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- ___ I am not a fugitive from justice or charged with a felony or a misdemeanor involving moral turpitude;
- ___ I am not related to or employed (except as a private process server) by a party in the action;
- ___ I am of good moral character;
- ___ I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- ___ I have not been disqualified by any court to act as a process server within the preceding twelve (12) months.

Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on _____

(Seal)

Notary Public

My Commission Expires: _____

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant.
Section 575.050 RSMo

12-15-2023

This form is continually reviewed for needed revisions. Please bookmark the appropriate court webpage and download this form each year to ensure that you have the most current form.