

**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 \_\_\_\_\_ 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

01-28-2010

**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.**