



SHELBY COUNTY CLERK'S OFFICE

WANDA HALBERT, COUNTY CLERK

PRIVATE PROCESS SERVER

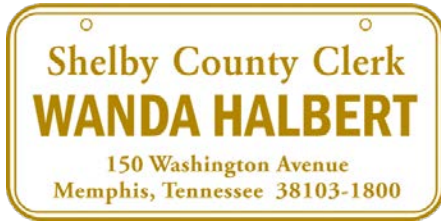
150 Washington Ave. • Suite 201 • Memphis, TN 38103
Phone (901) 222-3043 • Fax (901) 222-3037

Anyone who wishes to serve process for Shelby County General Sessions Court may file a petition with the Shelby County Clerk. Petitioners must execute and file in the Shelby County Clerk's Office in Room 200 of 150 Washington Avenue the following:

1. Completed Application (See Below)
2. Background Check Release
3. Petition From Five (5) Attorneys
4. Proof Of Valid Memphis And/or Shelby County Business License Applicant Is Operating Under
5. Separate Payments As Follows:
 - \$45.00 Payable To Shelby County Clerk
 - \$32.00 Money Order Payable To Shelby County Sheriff's Department
 - \$20.65 Payable Online At [Www.Identogo.Com](http://www.Identogo.Com) (Instructions Follow)
6. Upon Approval, You Must Bring A \$15,000.00 Bond In Order To Receive Your Appointment And ID Card.

150 Washington Avenue ~ Memphis, TN 38103

<u>Motor Vehicle</u>	<u>Driver's License</u> <u>(Renewal)</u>	<u>Business Tax/Notary</u>	<u>Marriage</u>
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PRIVATE PROCESS SERVER APPLICATION PACKET

This Packet Includes The Following:

1. Noncriminal Justice Applicant's Privacy Rights
2. Fingerprint Instructions For TBI Background Check For Private Process Server - Shelby County
3. Affidavit
4. Application For Private Process Server
5. Shelby County Clerk's Office Private Process Server Applicant's Authorization For Release Of Personal Information

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NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b).

⁴ See 5 U.S.C. 552a (b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Updated 05/10/2017 Non-substantive updates incorporated in January 2018

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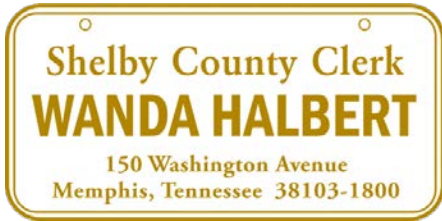
Fingerprint Instructions for TBI Background Check for Private Process Server - Shelby County

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to www.identogo.com.
2. If you do not have access to the internet, you may call toll-free at (855) 226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.
3. Click [Get Fingerprinted](#).
4. Select **Tennessee** under "Select a Fingerprinting Service by State" and click [Go](#).
5. Under Enrollment Services select the [Digital Fingerprinting](#) option.
6. Choose the language you want (English or Spanish) and click on [Schedule a New Appointment](#).
7. Select **Other** under Agency Name and click [Go](#).
8. Select **Private Process Servers - Shelby Co** and click [Go](#).
9. Enter ORI Number (**TN0790000**) and click [Go](#).
10. You have selected to be fingerprinted for Private Process Servers - Shelby Co, click [yes](#).
11. Select the location where you want to be fingerprinted. You may enter a zip code or choose a region of the state to get a list of locations in a specific area. Click [Go](#).
12. Click on the words [Click to Schedule](#) across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the [Next Week >>](#) link to display more dates. Once you select the location/date combination, select the time for your appointment and click [Go](#).
13. Complete the Applicant Information page. Required fields are indicated by a red asterisk (*). When complete, click [Send Information](#).
14. Choose your payment option. Complete the payment process and click [Send Payment Information](#).
15. Print your confirmation page.
16. Bring the approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.
17. Arrive at the facility at your appointed date and time.
18. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
19. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting if needed.
20. All results will be processed and delivered to your licensing agency for processing by the TBI. MorphoTrust USA is never in possession of criminal record data results.

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AFFIDAVIT

I, _____ being first duly sworn make oath as follows:

I, the affiant herein practice law before the General Sessions Court of Shelby County.

I, the affiant herein certify that on occasion, am unable to obtain reasonable and prompt service of process in causes of action brought before the courts of General Sessions.

I, the affiant further state that reasonable and cost efficient access to the courts could and would be facilitated by appointment of _____ as Private Process Server pursuant to T.C.A. 8-8-108.

Affiant

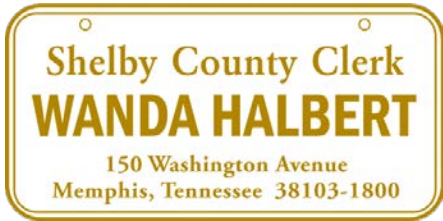
Sworn and subscribed before me on this _____ day of _____, 20_____.

My Commission Expires:

Notary Public

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APPLICATION FOR PRIVATE PROCESS SERVER

IMPORTANT: Any false statements made on this application shall be grounds for rejection of this application or for immediate and permanent revocation of any Private Process Server authority issued pursuant to this application.

Date Received _____
PPS Number _____
Rec Number _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Phone: _____ Email: _____

Previous Resident Address: _____ From: _____ To: _____
.....

Employer: _____

Address: _____ Phone: _____
(Street) (City) (State) (Zip)

Employed From _____ Title: _____

Other Employer: _____

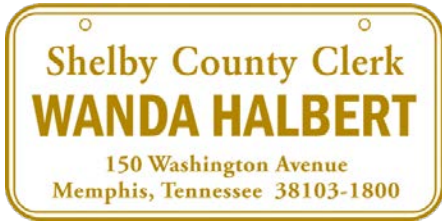
Address: _____ Phone: _____
(Street) (City) (State) (Zip)

Employed From: _____ To: _____ Title: _____
.....

U.S. Citizen: Yes ___ No ___ Naturalized: ___ / ___ / ___ TN Resident: Yes ___ No ___ How Long? ___
Married: Yes ___ No ___ Age: ___ DOB: ___ / ___ / ___ Place of Birth: _____

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(Private Process Application - Page Two)

Height: _____ Weight: _____ Sex: _____ Race: _____ Hair: _____ Eyes: _____

SS# _____ - _____ - _____ Driver's License # _____ State: _____

.....

Give five personal references who have known you for at least five years. Do not include relatives.

1. _____
(Name) (Street) (City/State/Zip) Phone: Work/Home
2. _____
(Name) (Street) (City/State/Zip) Phone: Work/Home
3. _____
(Name) (Street) (City/State/Zip) Phone: Work/Home
4. _____
(Name) (Street) (City/State/Zip) Phone: Work/Home
5. _____
(Name) (Street) (City/State/Zip) Phone: Work/Home

Education

High School: _____ From _____ to _____ Graduate? _____

Tech. School/College _____ From _____ to _____ Graduate? _____

Medical

Have you ever been under a doctor's care for a nervous or mental disorder? _____

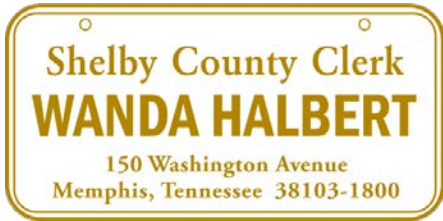
If yes, name of doctor _____

From _____ To _____ Place: _____

To what extent do you drink alcoholic beverages? _____

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(Private Process Application - Page Three)

Have you had work experience with a city, state or federal law enforcement agency? _____

Agency: _____ From ____ / ____ / ____ to ____ / ____ / ____

Do you have current commission with any law enforcement agency?

Agency: _____ From ____ / ____ / ____ to ____ / ____ / ____

Have you had previous experience with an investigative agency or guard service?

Agency: _____ From ____ / ____ / ____ to ____ / ____ / ____

Have you ever been fingerprinted by a law enforcement agency?

Agency: _____ From ____ / ____ / ____ to ____ / ____ / ____

Have you ever been convicted or plead guilty to a felony charge? Yes _____ No _____

(Date)	(Offense)	(City & State)	(Disposition)

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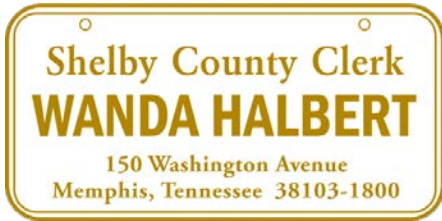
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List three (3) business firms as credit references:

1. _____
2. _____
3. _____

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(Private Process Application - Page Four)

ATTACH PHOTO HERE

PLEASE READ BEFORE SIGNING

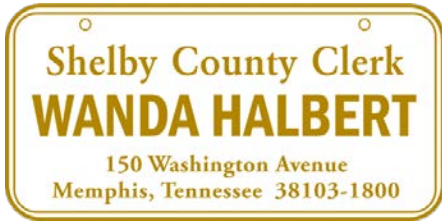
I hereby state that the information entered here is complete and true to the best of my knowledge. Any false statement knowingly or willfully made will be reason to reject my application. I further agree to abide by the court rules and laws governing private process servers. This signature is to authorize a complete background investigation.

Signature

Date

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**SHELBY COUNTY CLERKS OFFICE PRIVATE PROCESS SERVER APPLICANT'S AUTHORIZATION FOR
RELEASE OF PERSONAL INFORMATION**

I _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Shelby County Clerk's office whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration, employment and pre-employment records.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for issuance of authority for me to act as a private process server. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

I also agree to pre-pay any and all charges or fees concerning this request and can be billed for such charges at the below listed address.

All background information obtained pursuant to this release will be strictly confidential and will not be released to unauthorized persons. The background files will be maintained by the Shelby County Sheriff's Department and will be released only to the Shelby County Clerk and only then for the purpose of their acting upon applications for private process serving authority or when the clerk may be considering revocation or suspension of that authority.

SIGNATURE (including maiden name)

ADDRESS: _____

PHONE: _____

DOB: _____

SSN: _____

WITNESS:

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