

PRIVATE PROCESS SERVER CERTIFICATION

PHOTOGRAPH REQUIREMENTS

The applicant shall submit two identical photographs taken within the last six months. Each photograph should measure two (2) inches by two (2) inches with the image not less than one inch or more than one and three-eighths inches as measured from the bottom of the chin to the top of the head including hair. Pictures shall be portrait-type prints, clear, full face taken in normal attire. They should be plain with a light or off-white background. "Passport" type photographs are acceptable. Photos may be either black and white or in color. Tinted black and white pictures are not acceptable.

Since a process server's photograph serves to identify the process server, the picture should be an accurate likeness of the individual. If eyeglasses, a hearing device, wig or similar articles are normally worn, these articles should be worn in the picture. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless required for medical reasons.

One photograph will be used on the non-provisional identification card issued; the other will be kept on file with the Clerk of the Superior Court.

It is the applicant's responsibility to provide these pictures and any subsequent pictures that may be required due to loss or theft of the identification card. Applicants are encouraged to get a new identification card when there is a change to features (for example, beginning to wear glasses, switching to contact lenses, hair loss or some other event that alters the appearance from that of the identification photograph).