

IN THE DISTRICT COURT OF _____ COUNTY
STATE OF OKLAHOMA

Re: Application of _____) Case No.
 _____)
 _____)
 For License as a Statewide Private Process Server)

Application		Type of Application <input type="checkbox"/> Initial (one year) <input type="checkbox"/> Renewal (three years)	
Applicant's Full Name			
Residence Address (Physical Address Only – Post Office Box is Unacceptable)			How long at this address?
City	State	Zip	Residence Phone
Business Address			
City	State	Zip	Business Phone
Date of Birth	Height		Weight
Hair Color	Eye Color		Maiden or any other name(s) used
Last Four Digits of Social Security Number ### - ## -		Driver's License Number	
Qualifications & Background Information			
Have you ever held a Private Process Server License issued in the State of Oklahoma (Statewide or County)? <input type="checkbox"/> Yes <input type="checkbox"/> No.	If yes, give the Oklahoma county in which the license was issued, the case number, and the issue date and expiration date of the license:		
Have you ever held a Private Process Server License issued by any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No.	If yes, give the state, county, case number or license number, issue date and expiration date of license:		
1. Have you ever been convicted of any VIOLENT CRIME as defined in Title 57, Section 571 of the Oklahoma Statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No.		
2. Have you ever been convicted of any crime that requires you to register as a SEX OFFENDER in Oklahoma or in any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No.		
IMPORTANT: Any person who answers yes to either question 1 or 2, is PROHIBITED from applying for or obtaining a license, or a renewal of the license. 12 O.S. §158.1.			
3. In the past year, have you been denied a Private Process Server License in the State of Oklahoma for failure to meet the necessary license qualifications? <i>If yes, applicant is prohibited from reapplying for a period of one (1) year. 12 O.S. § 158.1(E).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No.		
4. Have you ever had a professional license or professional certificate of any kind suspended, revoked, surrendered, disciplined, refused or denied? <i>If yes, attach a written explanation providing details (include date, a complete description of the circumstances, and the disposition or status of the matter). If a Private Process Server License has been revoked one time, the licensee may not reapply for a period of 5 years (payment of \$1,000 renewal fee is required). If a second revocation has occurred, no renewal is permitted. 12 O.S. §158.1(H).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No.		

Applicant's Full Name
<u>Previous Residence Address(es) for the past six (6) months (if any, other than above):</u>
<u>Affidavit of Residency</u> (both requirements must be met to qualify for a license): <input type="checkbox"/> I have been a resident of the State of Oklahoma for a period of not less than six (6) months <input type="checkbox"/> I have been a resident of the county or judicial administrative district in which this application is submitted for a period of not less than thirty (30) days.
<u>Affidavit of Citizenship</u> (check one): <input type="checkbox"/> I am a United States Citizen. <input type="checkbox"/> I am a qualified alien under the Federal Immigration and Nationality Act and am lawfully present in the United States. <i>(provide supporting documentation, including full social security number)</i>
Supplied herewith are (check all that apply): <input type="checkbox"/> Original application fee of One-Hundred-Fifty Dollars (\$150.00) <i>and all other fees and court costs as provided by law.</i> <input type="checkbox"/> Renewal of original application fee of Fifteen Dollars (\$15.00) <i>and all other fees and court costs as provided by law.</i> <input type="checkbox"/> Photograph

Applicant hereby applies for a license as a private process server to serve court documents within the State of Oklahoma, in accordance with the provisions of 12 O.S. § 158.1.

THIS APPLICATION IS A SWORN STATEMENT. I hereby swear or affirm, under penalty of perjury, that I am eighteen (18) years of age or older, possessed of good moral character, and believe myself to be ethically and mentally fit to act as a private process server. I understand that willful omission or misrepresentation of any fact required to be disclosed on this application or any accompanying statement is grounds for denial or revocation of my private process server license. I further swear or affirm that all information furnished herein is true and correct to the best of my knowledge. I acknowledge and understand that under the laws of the State of Oklahoma, Title 21, Section 491, a person who makes a false assertion in a sworn affidavit is guilty of perjury, and a person who falsely states that he or she is a United States citizen or a qualified alien may be subject to both federal and state criminal sanctions.

If I am found qualified for the license sought hereby, I will execute the required statutory bond for faithful performance of my duties and will abide by all the provisions of the applicable law.

Applicant's Signature	Date
Subscribed and sworn to before me, the undersigned, this _____ day of _____, 20____ in the County of _____, State of _____.	
My Commission Expires: _____	Court Clerk or Notary _____
BY _____	



Attachment to Private Process Server License Application
57 O.S. §571 - Violent Crimes

Title 12, Section 158.1 PROHIBITS any person who has been convicted of a violent crime, as defined in [Section 571 of Title 57](#) of the Oklahoma Statutes, or a crime that requires the person to register pursuant to the Sex Offenders Registration Act in this state or another state from applying for, obtaining, or renewing a process server license.

"Violent crime" means any of the following felony offenses and any attempts to commit or conspiracy or solicitation to commit the following crimes:

- a. assault, battery, or assault and battery with a dangerous or deadly weapon, as provided for in Sections [645](#) and [652](#) of Title 21 of the Oklahoma Statutes,
- b. assault, battery, or assault and battery with a deadly weapon or by other means likely to produce death or great bodily harm, as provided for in [Section 652 of Title 21](#) of the Oklahoma Statutes,
- c. aggravated assault and battery on a police officer, sheriff, highway patrolman, or any other officer of the law, as provided for in [Section 650 of Title 21](#) of the Oklahoma Statutes,
- d. poisoning with intent to kill, as provided for in [Section 651 of Title 21](#) of the Oklahoma Statutes,
- e. shooting with intent to kill, as provided for in [Section 652 of Title 21](#) of the Oklahoma Statutes,
- f. assault with intent to kill, as provided for in [Section 653 of Title 21](#) of the Oklahoma Statutes,
- g. assault with intent to commit a felony, as provided for in [Section 681 of Title 21](#) of the Oklahoma Statutes,
- h. assaults with a dangerous weapon while masked or disguised, as provided for in [Section 1303 of Title 21](#) of the Oklahoma Statutes,
- i. murder in the first degree, as provided for in [Section 701.7 of Title 21](#) of the Oklahoma Statutes,
- j. murder in the second degree, as provided for in [Section 701.8 of Title 21](#) of the Oklahoma Statutes,
- k. manslaughter in the first degree, as provided for in [Section 711 of Title 21](#) of the Oklahoma Statutes,
- l. manslaughter in the second degree, as provided for in [Section 716 of Title 21](#) of the Oklahoma Statutes,
- m. kidnapping, as provided for in [Section 741 of Title 21](#) of the Oklahoma Statutes,
- n. burglary in the first degree, as provided for in [Section 1431 of Title 21](#) of the Oklahoma Statutes,
- o. burglary with explosives, as provided for in [Section 1441 of Title 21](#) of the Oklahoma Statutes,
- p. kidnapping for extortion, as provided for in [Section 745 of Title 21](#) of the Oklahoma Statutes,
- q. maiming, as provided for in [Section 751 of Title 21](#) of the Oklahoma Statutes,
- r. robbery, as provided for in [Section 791 of Title 21](#) of the Oklahoma Statutes,
- s. robbery in the first degree, as provided for in [Section 797 et seq. of Title 21](#) of the Oklahoma Statutes,
- t. robbery in the second degree, as provided for in [Section 797 et seq. of Title 21](#) of the Oklahoma Statutes,
- u. armed robbery, as provided for in [Section 801 of Title 21](#) of the Oklahoma Statutes,
- v. robbery by two or more persons, as provided for in [Section 800 of Title 21](#) of the Oklahoma Statutes,
- w. robbery with dangerous weapon or imitation firearm, as provided for in [Section 801 of Title 21](#) of the Oklahoma Statutes,

- x. child abuse, as provided for in [Section 843.5 of Title 21](#) of the Oklahoma Statutes,
- y. wiring any equipment, vehicle or structure with explosives, as provided for in [Section 849 of Title 21](#) of the Oklahoma Statutes,
- z. forcible sodomy, as provided for in [Section 888 of Title 21](#) of the Oklahoma Statutes,
- aa. rape in the first degree, as provided for in [Section 1114 of Title 21](#) of the Oklahoma Statutes,
- bb. rape in the second degree, as provided for in [Section 1114 of Title 21](#) of the Oklahoma Statutes,
- cc. rape by instrumentation, as provided for in [Section 1111.1 of Title 21](#) of the Oklahoma Statutes,
- dd. lewd or indecent proposition or lewd or indecent act with a child under sixteen (16) years of age, as provided for in [Section 1123 of Title 21](#) of the Oklahoma Statutes,
- ee. use of a firearm or offensive weapon to commit or attempt to commit a felony, as provided for in [Section 1287 of Title 21](#) of the Oklahoma Statutes,
- ff. pointing firearms, as provided for in [Section 1289.16 of Title 21](#) of the Oklahoma Statutes,
- gg. rioting, as provided for in [Section 1311 of Title 21](#) of the Oklahoma Statutes,
- hh. inciting to riot, as provided for in [Section 1320.2 of Title 21](#) of the Oklahoma Statutes,
- ii. arson in the first degree, as provided for in [Section 1401 of Title 21](#) of the Oklahoma Statutes,
- jj. injuring or burning public buildings, as provided for in [Section 349 of Title 21](#) of the Oklahoma Statutes,
- kk. sabotage, as provided for in [Section 1262 of Title 21](#) of the Oklahoma Statutes,
- ll. criminal syndicalism, as provided for in [Section 1261 of Title 21](#) of the Oklahoma Statutes,
- mm. extortion, as provided for in [Section 1481 of Title 21](#) of the Oklahoma Statutes,
- nn. obtaining signature by extortion, as provided for in [Section 1485 of Title 21](#) of the Oklahoma Statutes,
- oo. seizure of a bus, discharging firearm or hurling missile at bus, as provided for in [Section 1903 of Title 21](#) of the Oklahoma Statutes,
- pp. mistreatment of a mental patient, as provided for in [Section 843.1 of Title 21](#) of the Oklahoma Statutes,
- qq. using a vehicle to facilitate the discharge of a weapon pursuant to [Section 652 of Title 21](#) of the Oklahoma Statutes,
- rr. bombing offenses as defined in [Section 1767.1 of Title 21](#) of the Oklahoma Statutes,
- ss. child pornography or aggravated child pornography as defined in section [1021.2](#), [1021.3](#), [1024.1](#) or [1040.12a](#) of Title 21 of the Oklahoma Statutes,
- tt. child prostitution as defined in [Section 1030 of Title 21](#) of the Oklahoma Statutes,
- uu. abuse of a vulnerable adult as defined in [Section 10-103 of Title 43A](#) of the Oklahoma Statutes,
- vv. aggravated trafficking as provided for in subsection C of [Section 2-415 of Title 63](#) of the Oklahoma Statutes,
- ww. aggravated assault and battery upon any person defending another person from assault and battery, as provided for in [Section 646 of Title 21](#) of the Oklahoma Statutes,
- xx. human trafficking, as provided for in [Section 748 of Title 21](#) of the Oklahoma Statutes,
- yy. terrorism crimes as provided in [Section 1268 et seq. of Title 21](#) of the Oklahoma Statutes,
- zz. eluding a peace officer, as provided for in subsection B or C of [Section 540A of Title 21](#) of the Oklahoma Statutes, or
- aaa. domestic abuse by strangulation, domestic assault with a dangerous weapon, domestic assault and battery with a dangerous weapon, or domestic assault and battery with a deadly weapon, as provided for in [Section 644 of Title 21](#) of the Oklahoma Statutes.

*Private Process Server - License Application. 12 O.S. §158.1
Effective November 1, 2021.*

Note - the above text is from the November 1, 2021 version of 57 O.S. §571, paragraph 2.

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