

PRIVATE PROCESS SERVERS REQUIREMENTS

1. Turn in a signed application. (Signature must be notarized and this can be done by the Deputy Clerk)
2. Turn in 2 references.
3. Turn in 2 passport size identical photographs.
4. There will be 2 fees. View <http://www.mohavecourts.com/Court%20Fees/2fee.htm> for current fees.
5. Take PPS test – must have a passing score of 85% which is 109 out of 128 possible points. (If you fail the test, you may take a retest within 90 days of the date of the first test at no additional cost. If you fail the test the second time, you must wait 90 days from the date of the second test before reapplying. Then you will have to go through the entire process again – new application, paying the fee and taking the test.)
6. After you have passed the test, the clerk will give you a fingerprint card which you will need to take to the Sheriff’s Dept for fingerprinting. Turn the card back in to Clerk of Superior Court.

After above requirements are met, the PPS will be issued a (yellow) provisional appointment ID which is good for 90 days.

Upon receipt of the fingerprint report from the Arizona Dept of Public Safety and the FBI, the applicant will be notified to return the yellow card, and pick up his/her permanent (3-year) card.

The card will expire on the third year on the date the applicant applied for his/her appointment.

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All paperwork must be turned in to the Clerk of Superior Court. This can be done the same day you take the Private Process Server Test. Call 928-753-0713 ext. 4166 to schedule the test.