



Montana Private Security Program

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Licensing Requirements and Application Checklist Registered Process Server

License Requirements for Registered Process Server

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicant must be at least 18 years of age and has completed high school or equivalent education [[MCA 37-60-303](#)]
2. Is a resident of Montana for a period of one year immediately preceding making application [[MCA 25-1-1102](#)]
3. Has not been convicted in any jurisdiction of any felony [[MCA 25-1-1102](#)]
4. Applicant is required to provide a background investigation that includes a fingerprint check by the Montana Department of Justice and the Federal Bureau of Investigation [[MCA 37-60-303](#) and [ARM 24.182.501](#)]
5. Has passed the Department approved examination based on the process server handbook [[MCA 37-60-303](#), [ARM 24.182.505](#), [ARM 24.182.516](#)]
6. Shall maintain a surety bond in the amount of \$10,000 for an individual or \$100,000 for a firm. A levying officer may not levy on a judgment that exceeds the value of the bond. [[MCA 25-1-1111](#), [ARM 24.182.405](#)]

Checklist of Required Documents to Submit for Application for Registered Process Server

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the Department directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- Current Certificate of Surety Bond with the Montana Private Security Program listed as the certificate holder in the amount of \$10,000 for an individual or \$100,000 for a firm.
- Applicant Rights and Consent to Fingerprint Notice (Privacy Act Form).
- Send fingerprints to the Montana Department of Justice for a State and Federal criminal background check.
- If you answered yes to any personal history question on the application, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

Application Fee(s) for Registered Process Server

The following fee(s) must be submitted with your application. You can apply and pay online using a debit/credit card or bank account.

- \$80 application fee

You can apply for a license online at: aca-prod.accela.com/POL.

Please include a valid email address with your application. Email is the Department's primary form of communication.