



**How to Become a
Licensed Process Server
in Oklahoma**

A Step-by-Step Career Guide

Just Legal Solutions | justlegalsolutions.org

v1.0 | April 2026 | Next Review: October 2026

Table of Contents

Right-click and select "Update Field" to refresh page numbers

Before You Start: Requirements Checklist.....	3
Step-by-Step Application Process.....	4
County-by-County Requirements.....	5
Equipment and Tools Checklist.....	6
Income Expectations.....	6
Continuing Requirements.....	7
Professional Associations.....	7
Best Practices for New Process Servers.....	8
Important Disclaimer.....	8



Before You Start: Requirements Checklist

Oklahoma law (12 O.S. Section 158.1) sets the minimum requirements to become a licensed process server. Use this checklist to see if you qualify:

Requirement	Details
<input type="checkbox"/> Age 18 or older	You must be at least 18 years of age.
<input type="checkbox"/> Good moral character	The court will check your background.
<input type="checkbox"/> Mentally and ethically fit	You must be found ethically and mentally fit by the court.
<input type="checkbox"/> Oklahoma resident 6+ months	You must live in Oklahoma for at least 6 months before applying.
<input type="checkbox"/> County resident 30+ days	You must live in the county (or district) where you apply for at least 30 days.
<input type="checkbox"/> \$5,000 surety bond	You must get a surety bond for \$5,000 before applying.
<input type="checkbox"/> \$150 state license fee	Pay the statewide license fee set by 12 O.S. Section 158.1(C).
<input type="checkbox"/> No violent crime convictions	Persons with certain convictions may be denied. Verify with the court clerk.
<input type="checkbox"/> Not a registered sex offender	Sex offender registration disqualifies you.

Source: 12 O.S. Section 158.1. See: <https://law.justia.com/codes/oklahoma/title-12/section-12-158-1/>

Note: Each county may have extra requirements. See the County-by-County table below.



Step-by-Step Application Process

Follow these steps to get your Oklahoma process server license. Steps may vary slightly by county. Verify details with your local court clerk.

Step 1: Get Your \$5,000 Surety Bond

Contact a licensed surety company or insurance agent. The bond protects the public if you fail to do your duties. Cost varies by provider. Shop around for the best rate.

Step 2: Complete the Application Form

Get the application form from your county court clerk or download it from the OSCN website at www.oscn.net. The form must be verified (notarized).

Step 3: Publish a Public Notice

Most counties require you to publish a notice in a local newspaper. Some counties charge a publication fee. In Tulsa County, this fee is \$35. Check with your county clerk for exact requirements.

Step 4: Submit Your Application to the Court Clerk

File your completed application with the court clerk in the county where you live. Include:

- Your completed and notarized application
- Proof of your \$5,000 surety bond
- Your license fee (amount varies by county; see table below)
- Proof of publication (if required)

Step 5: Wait for the Review Period

The court will review your application. This process may take several weeks. The court may hold a hearing if someone files a protest against your application.

Step 6: Attend Any Required Hearing

If the court schedules a hearing, attend it. Bring any documents the court requests. The court will decide



if you meet the moral character requirement.

Step 7: Receive Your License

If approved, the court clerk will issue your license. Your first license is valid for one year. The license gives you statewide authority to serve process anywhere in Oklahoma.

Step 8: Get Listed on the Statewide Registry

The Administrative Office of the Courts (AOC) maintains a statewide registry of licensed process servers. Your name should appear on this list. See the AOC website at www.oscn.net.

Step 9: Set Up Your Business

Consider forming an LLC or sole proprietorship. Get business insurance. Set up a system for tracking serves, mileage, and expenses.

Step 10: Market Your Services

Contact law firms, legal aid offices, and collection agencies. Join professional groups. Build a website. Network with attorneys who need process servers.



County-by-County Requirements

Fees and rules vary by county. Always call the court clerk to verify current fees before applying. The table below shows verified information for major counties.

County	Additional Requirements	Fees	Contact
Tulsa County	Rule 17 applies. No badges allowed. Must show license when serving. Weapons only with concealed carry permit. Publish notice required.	New: \$364.14 total (includes \$150 state fee + \$265 county + bond + \$35 publication). Renewal: \$229.14 for 3 years.	tulsacounty.org Court Clerk
Oklahoma County	Private process server docket maintained. Must designate server on summons face.	Verify current fees with court clerk. Statewide license \$150 + county fees.	oklahomacounty.org Court Clerk
Cleveland County (21st District)	Certificate of service required on all filed motions. Notice of Consent for email service if desired.	Verify current fees with court clerk. Statewide license \$150 + county fees.	ccbaok.org Court Clerk
Other Counties	Requirements vary. Some require publication. Some have local rules.	Verify with court clerk	Call your local court clerk

Sources: Tulsa County Rule 17; Oklahoma County Local Rules (August 2023); Cleveland County 21st Judicial District Rules.

Important: Fees change. Always verify current fees with the court clerk before filing your application.



Equipment and Tools Checklist

Use this checklist to make sure you have the tools you need before you start serving process.

Item	Why You Need It
<input type="checkbox"/> Reliable vehicle	You will drive to many locations. Mileage is tax-deductible. Keep a mileage log.
<input type="checkbox"/> GPS or smartphone with maps	Find addresses quickly. Track your routes for documentation.
<input type="checkbox"/> Digital camera or smartphone	Take photos of where you left documents (with care for privacy rules).
<input type="checkbox"/> Printer and scanner	Print affidavits of service. Scan documents for your records.
<input type="checkbox"/> Notepad and pens	Write down details of every serve immediately. Note times, dates, and descriptions.
<input type="checkbox"/> Printer paper and envelopes	Mail documents when needed. Use certified mail with return receipt for proof.
<input type="checkbox"/> Cell phone (dedicated line)	Use a business phone number. Keep work and personal calls separate.
<input type="checkbox"/> Computer with internet	File electronic returns (e-filing), research addresses, email clients.
<input type="checkbox"/> File storage system	Keep records for the required retention period. Organize by case number.
<input type="checkbox"/> Professional clothing	Dress neatly. First impressions matter. You represent the court.
<input type="checkbox"/> License holder/wallet card	Carry your license at all times while on duty. You must show it when asked.



Income Expectations

Process server income varies widely. It depends on how many serves you complete, your location, and the types of clients you serve.

Factor	Typical Range	Notes
Per-serve fee	\$35 - \$100+	Varies by county, distance, and urgency. Rush serves pay more.
Serves per day	3 - 12	Depends on your area and how far you drive.
Days per week	Varies	Many process servers work part-time at first.
Monthly income (part-time)	Varies by volume	Part-time servers may earn supplemental income.
Monthly income (full-time)	Varies by volume	Full-time servers with steady clients can earn a living.
Expenses	Varies	Gas, bond, insurance, license fees, and equipment reduce net income.

Note: These are general ranges only. Your actual income depends on your effort, location, and client base. Process servers are typically paid per serve, not hourly. Building a steady client base takes time.



Continuing Requirements

After you get your license, you must follow rules to keep it. The table below summarizes your ongoing duties.

Requirement	Details
License renewal	Initial license is valid for 1 year. Renewals are for 3 years. Renewal fee is \$15 per 3-year period (12 O.S. 158.1(C)).
Bond maintenance	Keep your \$5,000 surety bond active at all times. If it lapses, your license is invalid.
Carry your license	You must carry your license and show it when serving. Tulsa County Rule 17 requires this.
No badges	Badges are prohibited by Tulsa County Rule 17. Do not wear or display any badge.
Weapon rules	Do not carry a weapon unless you have a concealed carry permit or law enforcement commission (Tulsa County Rule 17).
Affidavit of service	File a return (affidavit) for every serve. Include date, place, method, and person served (12 O.S. 2004(G)).
Record retention	Keep copies of all returns and case files. Verify the required retention period with the court.
Professional conduct	Be honest, courteous, and professional. Misconduct can lead to license revocation.
Statewide registry	Your name appears on the AOC registry. Report any changes to the court clerk.

Warning: Serving process without a valid license is a misdemeanor under 12 O.S. Section 158.1(I). Keep your license and bond current at all times.



Professional Associations

Joining a professional group helps you learn, network, and stay current on industry changes.

Association	Membership	Benefits
NAPPS (National Association of Professional Process Servers)	\$175/year + \$25 application fee	National directory, education, networking, code of ethics. Joseph Iannazzi is member #14801.
Oklahoma Process Server Association	Verify current dues	State-level networking and training. Verify with the court if this group is active.
Local Bar Associations	Varies	Network with attorneys who need process servers. Attend CLE events.
Statewide Court Registry	Free (once licensed)	The AOC lists all licensed servers. Lawyers use this list to find servers.



Best Practices for New Process Servers

These tips come from experienced process servers. They will help you build a good reputation.

Document Everything

Write down every detail of every serve. Note the date, time, address, description of the person served, and any witnesses. File your affidavit promptly. Under 12 O.S. Section 2004(G), you must make proof of service promptly.

Use GPS Tracking

Log your routes with a GPS app. This proves you were at the serve location if your return is ever challenged.

Be Professional

Dress neatly. Speak politely. Do not argue with people. If someone refuses service, note it and move on. Your job is to deliver papers, not to debate the case.

Know the Law

Read 12 O.S. Sections 2004 and 2005. Know the rules for service on individuals, corporations, and by mail. Understand the 180-day deadline for service (12 O.S. 2004(I)).

Stay Safe

Let someone know your route. Do not serve at dangerous locations alone. Trust your instincts. If a situation feels unsafe, leave and try again later.

Keep Learning

Court rules change. Read updates from the Oklahoma Supreme Court. Attend training when offered. Join NAPPS for continuing education.



Important Disclaimer

Not a law firm. This document provides procedural information only. It is not legal advice. Laws change. Rules vary by county. Always verify current requirements with your local court clerk before applying.

Not a law firm. This document provides procedural information only.

Version: v1.0 | 2026-04-20 | Next Review: 2026-10-20

Just Legal Solutions | (539) 367-6832 | info@JustLegalSolutions.org | justlegalsolutions.org

Joseph Iannazzi, NAPPS #14801