

Superior Court of Cobb County

Permanent Process Server Letter

To: Prospective Permanent Process Servers

From: Kimberley L. Hicks, Judicial Administrative Manager

RE: Process Server Background Check Process

This will outline the process by which background checks are run in Cobb County to become a new or to renew your Permanent Process Server appointment. All requests must be made on the attached form and accompanied by a government issued ID. Please note that per GCIC, Process Servers will be searched using Purpose Code E. Listed below are instructions on how to complete the Criminal History Consent Form:

1. All Criminal History Consent Forms must be notarized and sent by mail to 70 Haynes Street, Marietta Ga 30090 Attn: Kim Hicks or delivered in person to that same address. The Sheriff's Office requires original signature.
2. A copy of your government issued ID must be mailed with the Criminal History Consent and Primary Notice form.
3. Kimberley Hicks' name will be pre-printed in the TO BE DISSEMINATED TO box, alerting the Sheriff's Office personnel to waive the processing fee.
4. This means Ms. Hicks showing her county ID will be the only person who can sign and pick up the request.

If you have any questions, please do not hesitate to contact Kimberley Hicks at (770) 528-1811.

Note: The most common application or renewal errors are to fail to send a copy of driver's license and failing to have background check form notarized.