

Tips for Registration

Process Server State Certification Exam

Administrative Office of the Courts of Georgia

The automated online application is designed to be filled out by the individual who desires to sit for the exam. The 12-hour GAPPS pre-certification training course is also a requirement to sit for the State exam.

APPLICANTS:

- The information in the online application must match the First name, Last name, and e-mail address used when you registered for the 12-hour class given by GAPPS. Your application will be compared to data provided by GAPPS to validate your eligibility to sit for the exam.
- You **MUST** fill out this application and submit it, then pay through Pay Pal at the same time. If you leave the application and come back to pay later, you will have to start from the beginning.
- You **WILL** receive a confirmation that the PayPal payment is received. After you pay, if you hit the "Back" button on the process server web page, you should get a message that your application has been submitted.
- You will also receive a "Confirmation of Registration" e-mail from the GCPS Exam Proctor giving you all necessary details for the day of the exam. If you do not receive this e-mail by the close of registration date, please contact process-server@gaaoc.us immediately.
- Payment is only accepted through PayPal. PayPal allows payment through an account if you have one, or by charge card if you do not have a PayPal account. If someone else is paying with their account it must be done at the same time you fill out your application. Please have them add your name in the "Instructions to Merchant" field. The AOC does not have the capability to accept charge cards, nor the personnel to process checks or cash.
- You may wish to coordinate with your office as to which day or time you should sign up to test. Once you submit your application, your seating is assigned.

NOTE: if you have above-normal security settings on your e-mail account, please add this address to your e-mail address book: [AOCPortal Admin \[do.not.reply@gaaoc.us\]](mailto:AOCPortalAdmin@do.not.reply@gaaoc.us). This is the address from which your results and certificate will be sent.

EMPLOYERS:

- If you have several employees taking the exam, please coordinate their testing schedules ahead of time and encourage them to register online early. Our automated system will assign them to their first choice, and that seating will be closed when filled. We are unable to accommodate a request from employers after that happens.
- The only way to pay for your employee to take the exam is to fill out the individual application with the individual's information first, and then use the link provided to PayPal. You must access it through <http://process-server.gaaoc.us> under 'Certification Exam.' Use the "Instructions to Merchant" field in PayPal to list the name of the employee. Or, you can reimburse your employee.
- Before the final date of registration, check to be sure your employees received a Confirmation of Registration. If not, they probably are not registered. Please contact process-server@gaaoc.us immediately.
- It is AOC policy that individuals are being certified by testing, therefore, they are entitled to receive their testing information rather than the employer. For this reason, we are using personal e-mail notifications to the applicant. We realize that you feel you have a vested interest, but you should coordinate with your employee, not the AOC. Thank you for your understanding.