



CERTIFICATE OF REGISTRATION AS A PROCESS SERVER
(Business and Professions Code Sections 22350-22360)

FOR COUNTY CLERK USE ONLY

Registration Number _____ Expiration Date _____

Please **TYPE** or **PRINT** legibly and firmly in **BLACK** ink. Neither the County Clerk nor her deputies are permitted by Law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

Registrant is (select only ONE type): ☐ An Individual ☐ A Corporation ☐ A Partnership

Filing Fees:

Filing Registration: \$117.00 Recording of bond – 1st page: \$13.00
(includes one ID card) Each additional page of bond: \$3.00
Each Additional ID card: \$10.00 (Recording fees must be paid in a separate check)

First Name	Middle Name	Last Name	Age
Corporation or Partnership Name (if applicable)		Daytime Phone Number	
Address	City	State	Zip Code

The undersigned, hereby certifies/declares that:

1. As an **INDIVIDUAL**,

- ☐ I have not been convicted of a felony
☐ I have been convicted of a felony; copy of the certificate of ☐ Rehabilitation, ☐ Expungement, ☐ Pardon is attached.
2. As an individual, I have resided in this state for a period of one year immediately preceding the filing of this certificate.
3. Said individual will perform his/hers/its duties as a process server in compliance with the provisions of law governing the service of process in this state.

1. As a **CORPORATION** or **PARTNERSHIP**, the corporate officers, or general partners

- ☐ Have not been convicted of a felony
☐ Have been convicted of a felony; copy of the certificate of ☐ Rehabilitation, ☐ Expungement, ☐ Pardon is attached.
2. As a corporation or partnership, the corporation or partnership has been organized and existing continuously for a period of one year immediately preceding the filing of this certificate or
☐ a responsible managing employee, partner, or officer has been previously registered under this chapter.
3. Said corporation or partnership will perform his/hers/its duties as a process server in compliance with the provisions of law governing the service of process in this state.

The names, titles, ages, addresses and telephone numbers of the corporation officers or general partners are (use extra sheet if needed):

First Name	Middle Name	Last Name	Age
Title	Address	City	State Zip Code
First Name	Middle Name	Last Name	Age
Title	Address	City	State Zip Code

Each of the following declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of their knowledge.

Executed at _____ on _____
Place Date Signature

Executed at _____ on _____
Place Date Signature

Executed at _____ on _____
Place Date Signature

HOW TO REGISTER AS A PROCESS SERVER

- Acquire application and Live Scan paperwork from Clerk's office
- Arrange to have fingerprints taken at a Live Scan location (i.e. Sheriff's Office)
- Purchase a \$2,000. Bond from a bonding company that covers the 2-year registration term (\$2000. cash deposit in lieu of bond may be submitted)
- Complete the Certificate of Registration
- Appear in person at the County Clerk's office with picture identification and the documentation mentioned above
- Submit filing fees: \$117 (\$100 filing fee-B&P Code § 22352, \$7 file stamp-B&P Code §22353(c) and \$10 identification card fee-B&P Code §22352(c))
- Record bond (B&P Code §22353(a)) and submit recording fee: \$13 for the first page, and \$3 for each additional page (GC Code § 27361)

BUSINESS & PROFESSIONS CODE EXCERPTS

§22350(a): Any natural person who makes more than 10 services of process within this state during one calendar year, for specific compensation or in expectation of specific compensation, where that compensation is directly attributable to the service of process, shall file and maintain a verified certificate of registration as a process server with the county clerk of the county in which he or she resides or has his or her principal place of business.

§22351.5(a): At the time of filing the initial certificate of registration, the registrant shall also submit a completed Request for Live Scan form confirming fingerprint submission to the Department of Justice and the Federal Bureau of Investigation, in order to verify that the registrant has not been convicted of a felony. The clerk shall utilize the Subsequent Arrest Notification Contract provided by the Department of Justice for notifications subsequent to the initial certificate of registration. (*\$56 fee paid to Live Scan Operator and effective July 1, 2005, the Department of Justice will only accept live scan submission of fingerprints.*)

§22351.5(b): If, after receiving the results of the Request for Live Scan, the clerk is advised that the registrant has been convicted of a felony, the presiding judge of the superior court of the county in which the certificate of registration is maintained is authorized to review the criminal record and, unless the registrant is able to produce a copy of a certificate of rehabilitation, expungement, or pardon, as specified in paragraph (2) of subdivision (a) of Section 22351, notify the registrant that the registration is revoked. An order to show cause for contempt may be issued and served upon any person who fails to surrender a registered process server identification card after a notice of revocation.

§22352. A certificate of registration may be renewed up to 60 days prior to its expiration date and the effective date of the renewal shall be the date the current registration expires. The renewal shall be effective for a period of two years from the effective date or until the expiration date of the bond, whichever occurs first.

§22353(a): A certificate of registration shall be accompanied by a bond of two thousand dollars (\$2,000), executed by an admitted surety insurer and conditioned upon compliance with the provisions of this chapter and all laws governing the service of process in this state. The total aggregate liability on the bond is limited to two thousand dollars (\$2,000). As an alternative to the bond, the registrant may deposit with the clerk, cash, or a money order in the amount of two thousand dollars (\$2,000).

§22354: A certificate of registration shall be effective for a period of two years or until the date the bond expires, whichever occurs first. Thereafter, a registrant shall file a new certificate of registration or a renewal of the certificate of registration and pay the fee required by Section

Code of Civil Procedure §995-440: A bond given as a condition of a license or permit shall be continuous in form, remain in full force and effect, and run concurrently with the license or permit period and all renewals, or until cancellation or withdrawal of the surety from the bond.