



**CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER**  
**(Business and Professions Code Sections 22450-22463)**

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.

**Filing Fees:**

|   |          |   |         |
|---|----------|---|---------|
| Filing Registration:<br>(includes one ID card)    | \$182.00 | Recording of bond – 1 <sup>st</sup> page: | \$13.00 |
| Each Additional ID card:                          | \$10.00  | Each additional page of bond:             | \$3.00  |
| (Recording fees must be paid in a separate check) |          |   |         |

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

|   |             |           |              |
|---|-------------|-----------|--------------|
| First Name                                      | Middle Name | Last Name | Age          |
| Corporation or Partnership Name (if applicable) |             | Signature |              |
| Complete Address                                |             |           | Phone number |

At least one person involved in the management of a Professional Photocopier shall be required to hold a current commission as a Notary Public from the California Secretary of State. If the notary commission is held by someone other than the registrant, written confirmation from the Notary authorizing the use of their commission for this registration is required.

|                       |                   |   |
|-----------------------|-------------------|---|
| Name of Notary Public | Commission Number | Name of County Where Notary Bond is Filed |
|-----------------------|-------------------|---|

**INDIVIDUAL FILING** – The undersigned hereby certifies/declares that:

- I have not been convicted of a felony  I have been convicted of a felony  
 As an individual, I will perform my duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

**CORPORATION or PARTNERSHIP FILING** – The undersigned corporation or partnership hereby certifies/declares that:

- Corporate officers or general partners have **not** been convicted of a felony.  
 Corporate officers or general partners have been convicted of a felony.  
 As a corporation or partnership, the corporation or partnership will perform its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

The names, titles, ages, addresses and telephone numbers of each corporate officer or general partner per B&P 22452. 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 (all corporate officers or general partners must sign) (use extra sheet if needed):

|             |       |                  |          |
|-------------|-------|------------------|----------|
| Full Name   | Title | Telephone Number | Age      |
| Address     | City  | State            | Zip Code |
| Executed at | Date  | Signature        |          |

|             |       |                  |          |
|-------------|-------|------------------|----------|
| Full Name   | Title | Telephone Number | Age      |
| Address     | City  | State            | Zip Code |
| Executed at | Date  | Signature        |          |

A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced who, while engaged in performing that activity, has access to the information contained therein. A professional photocopier shall be registered pursuant to this Chapter by the county clerk of the county in which he/she resides or has his/her principal place of business, and in which he/she maintains a branch office.

**FILING FEE - §22453:**

An applicant shall pay a fee of one hundred seventy-five dollars (\$175) to the County Clerk at the time he/she files a Certificate of Registration. §22453.1 – Notwithstanding §22453, any person registered pursuant to Business & Professions Code 22350 (Process Server) shall pay one hundred dollars (\$100) instead of the one hundred seventy-five dollars (\$175).

**NOTARY PUBLIC - §22454:**

At least one person involved in the management of a professional photocopier shall be required to hold a current commission from the Secretary of State as a notary public in this state.

**NEED FOR BOND - §22455:**

1. A certificate of Registration shall be accompanied by a bond of five thousand dollars (\$5,000) which is executed by a corporate surety qualified to do business in this state and conditioned upon compliance with the provisions of this Chapter and all laws governing the transmittal of confidential documentary information under the code sections specified in Section 22450. The total aggregate liability on the bond shall be limited to five thousand dollars (\$5,000). The bond may be terminated pursuant to the provisions of Section 995.440 and 996.310 of the Code of Civil Procedure.
2. In lieu of the bond required by Subdivision (a), a registrant may deposit five thousand dollars (\$5000) in cash with the County Clerk
3. If the Certificate is revoked, the bond or cash deposit shall be returned to the bonding party or depositor subject to the provisions of Subdivision (d) and the right of a person to recover against the bond or cash deposit under §22459.
4. The County Clerk may retain a cash deposit until the expiration of three years from the date the registrant has ceased to do business, or three years from the expiration or revocation date of the registration, in order to ensure there are no outstanding claims against the deposit. A judge of a Municipal or Superior Court may order return of the deposit prior to the expiration of three years upon evidence satisfactory to the judge that there are no outstanding claims against the deposit.

**TERM OF REGISTRATION - §22456:**

A Certificate of Registration shall be effective for a period of two years. Thereafter, a registrant shall file a new certificate of registration and pay the fee required by §22453. A new bond will be required. A Certificate of Registration may be revoked under the provisions of §22460 and 22460.5 Business & Professions Code.

**IDENTIFICATION CARD - §22457:**

The County Clerk shall maintain a register of professional photocopiers, assign a number to each professional photocopier, and issue an identification card to each one. Additional cards for employees of professional photocopiers shall be issued upon the payment of ten dollars (\$10) for each card. Upon renewal of registration, the same number shall be assigned, provided there is no lapse in the period of registration.

**RESPONSIBILITIES - §22458:**

A professional photocopier shall be responsible at all times for maintaining the integrity and confidentiality of information obtained under the applicable codes in the transmittal or distribution of records to the authorized persons or entities.

**§22451:**

This chapter does not apply to any of the following:

Any government employee who is acting in the course of his/her employment; a member of the State Bar or his/her employees, agents, or independent contractors; any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute these records; an employee or agent of a person who is registered under this chapter; any custodian of records who makes his/her own copies; any certified shorthand reporter, official court reporter, or stenotype operator who makes his/her own copies; any person licensed under Chapter 11.5 of Division 3 of the Business and Professions Code or his/her employees; the office of the Secretary of State.