



Office of the Assessor-Recorder-County Clerk

Steve J. Bestolarides, Assessor-Recorder-County Clerk

Karyn Johnson, Assistant Assessor-Recorder-County Clerk

Space above for County Clerk use only

CERTIFICATE OF REGISTRATION AS A PROCESS SERVER

(Business and Professions Code §22350-22360)

FOR COUNTY CLERK USE ONLY

Registration No. _____

Expiration Date _____

Filing Fees:

Filing registration \$100.00

Filing bond \$ 7.00

Total fees \$117.00

Each additional ID card \$10.00

Additional Fees:

Record the bond 1st page of bond \$14.00

Each additional page of bond \$ 3.00

Please **TYPE** or **PRINT** legibly and firmly in **BLACK** ink. Neither the County Clerk nor his 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**

First Name

Middle Name

Last Name

Age

Corporation or Partnership Name (if applicable)

Daytime Phone Number

Address – Number and Street

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 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 my 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. ☐ 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.

☐ 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 name, title, age, address and telephone number of each corporate officer or general partner. (Use extra sheet if necessary)

First Name

Middle Name

Last Name

Age

Title

Address

City

State

Zip Code

First

Middle Name

Last Name

Age

Title

Address

City

State

Zip Code

Each of the following declares under penalty and perjury under the laws of the State of California that the foregoing is true and correct to the best of their knowledge. (corporation or partnership requires the signatures of all corporate officers or general partners) (Use extra sheet if necessary):

Executed at (place)

Date

Signature

Executed at (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 \$2000 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
- Submit filing fees: \$117 (\$100 filing fee – B&P Code § 22352, \$7.00 file the bond – B&P Code § 22353(c) + \$10 identification card fee – B&P Code § 22352(c))
- Record bond (B&P Code § 22353(a)) and submit recording fee: \$14 (GC § 27361) \$3 each additional page

BUSINESS & PROFESSIONS CODE EXCERPTS

§ 22350(a): (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. Any corporation or partnership that derives or expects to derive compensation from service of process within this state shall also file and maintain a verified certificate of registration as a process server with the county clerk of the county in which the corporation or partnership has its principal place of business.

§ 22351.5(a): At the time of filing an initial certificate of registration or renewing a certificate of registration that has lapsed, 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.

§ 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).

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 any and all renewals, or until cancellation or withdrawal of the surety from the bond.

§ 22354: 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 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.