

**State of California  
County of Nevada**

**Filing Fees:**

Registration: \$100.00  
File Stamp Bond: \$ 7.00  
Each additional ID card: \$ 10.00  
Record Bond: first page, \$ 14.00  
Each additional page: \$ 3.00

Term of Registration: 2 years (See reverse for more information)

**CERTIFICATE OF REGISTRATION AS A PROCESS SERVER**

California Business & Professions Code Sections 22350, et seq.

**The undersigned declare that**

\_\_\_\_\_  
(Name of Corporation or Partnership)

Is:  a \_\_\_\_\_ corporation  a partnership at \_\_\_\_\_.  
(State of Incorporation)

Registration in \_\_\_\_\_ County is proper because the principal place of business is located in this County.

If corporation or partnership, have you been organized and in existence continuously for at least one year immediately preceding the filing of this certificate? Or, has a responsible managing employee, partner or officer been previously registered under this chapter?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If corporation or partnership, have any officers or general partners ever been convicted of a felony? If yes, attach a copy of a certificate of rehabilitation, expungement or pardon.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will all applicable officers or general partners will perform his/her/its duties as a process server in compliance with the provision of law governing the service of process in the State of California.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

This is page 1 of \_\_\_\_\_ attached pages of additional partners or corporate officers.

Each of the undersigned declare(s) under penalty of perjury under the laws of the State of California that the foregoing is true and correct except for the personal information contained herein; and, as to that personal information, each declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct only to the extent that it applies to him/her.

1. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

3. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>For Official Use Only:</b>	Date Bond & Registration Expire: _____
Permanent ID card mailed: _____	Registration #: _____

## HOW TO REGISTER AS A PROCESS SERVER

- Acquire Live Scan paperwork from Clerk's office
- Arrange to have fingerprints taken at a Live Scan location (i.e. Sheriff's Office) for each general partner or corporate officer
- 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
- Obtain 2 passport sized photos to be used on identification cards
- 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, \$7.00 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, 1<sup>st</sup> pg, \$3 each additional pg (GC § 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, or **any partnership or corporation** who expects to derive compensation shall file a verified certificate of registration as a process server with the County Clerk of the county in which the individual 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 fingerprints for 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.

*[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 processing the completed fingerprints, 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: 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 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 effective for a period of two years from the effective date or until the expiration date of the bond, whichever occurs first.