

RYAN RONCO
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

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PLACER COUNTY CLERK-RECORDER

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

This space reserved for County Clerk use

Registration Number: _____

If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration.

Expiration Date: _____

Two years from date of filing or bond expiration, whichever comes first.

Filing Fees:

Registration	\$117.00
Each additional ID card	10.00
Record Bond, 1st page	14.00*
Each additional page	3.00*
*Non-conforming charge 1 st page	17.00
*Non-conforming each addl. page	6.00

Registrant is:

An Individual

Residence is located in Placer County

Principal place of business is located in Placer County

A Corporation A Partnership

Principal place of business is located in Placer County

Name of Registrant or Corporation/Partnership:		Age	Telephone Number
Address:	City:	State:	Zip Code:
OFFICE USE ONLY: ID Verified: <input type="checkbox"/>		OFFICE USE ONLY: Type of ID:	

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COUNTY OF PLACER

Individual Filing – The undersigned hereby certifies/declares that:

- I have not been convicted of a felony.
 - I have been convicted of a felony; copy of the certificate of rehabilitation, expungement or pardon is attached.
- As an individual, I have resided in this state for a period of one year immediately preceding the filing of this certificate.
- As an individual, I will perform my duties as a process server in compliance with the provisions of law governing the service of process 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; copy of the certificate of rehabilitation, expungement or pardon is attached.
- 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.
- As a corporation or partnership, the corporation or partnership will perform its duties as a process server in compliance with the provisions of law governing service of process in this state.

List the name, title, age, address, telephone number of each corporate officer or general partner:
(attach additional pages if necessary)

(1) Name:	Title:	Age:	Telephone #:
(1) Address:	City:	State:	Zip Code:
(2) Name:	Title:	Age:	Telephone #:
(2) Address:	City:	State:	Zip Code:

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. Corporation or partnership requires the signatures of all corporate officers or general partners.
(attach additional pages if necessary)

Signature: _____ Title: _____

Date: _____ Place of Execution: _____

Signature: _____ Title: _____

Date: _____ Place of Execution: _____

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HOW TO REGISTER AS A PROCESS SERVER

- Acquire Live Scan paperwork from county 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 \$2,000 bond from a bonding company that covers the 2-year registration term (\$2,000 cash deposit in lieu of bond may be submitted).
- Complete the Certificate of Registration.
- Obtain a 1"x1" photo to be used on identification cards; these can be purchased at the county clerk's office.
- 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 of \$14 for the 1st page and \$3 for each additional page. Non-conforming fees are \$17 for the 1st page and \$6 for each additional page (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, 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 the 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.

[Pay fee direct to Live Scan Operator]

§ 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: 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 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.