Print Form

San Bernardino County
Recorder - Clerk
222 W. Hospitality Lane, 1st Floor
San Bernardino CA 92415-0022
855 REC-CLRK
www.sbcounty.gov/arc

Space above for County Clerk use only

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. See reverse side for filing instructions. 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: ☐ An Individual ☐ A Corporation ☐ A Partnership

Filing Fees:		Each additional ID card	$10.00
Filing registration:	$180.00	Additional Fees:	
Filing bond	$ 25.00	Record the bond - 1st page of bond	$ 15.00
Total filing fees	$205.00	Each additional page of bond	$ 3.00

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 corporate officers or general partners are (use extra sheet if necessary):

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 their knowledge.

Executed at _____ on _____ _____
Place Date Signature

Executed at _____ on _____ _____
Place Date Signature

Executed at _____ on _____ _____
Place Date Signature

REQUIREMENTS FOR FILING A CERTIFICATE OF REGISTRATION AS A PROCESS SERVER

Business and Professions Code Sections 22350 – 22360 pertain to the Certificate of Registration as a Process Server. The specific code sections referenced below are in regards to the filing requirements.

DEFINITION - Business and Professions Code Section 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 such 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.
(b) This chapter shall not apply to any of the following:

(1) Any sheriff, marshal, or government employee who is acting within the course and scope of his or her employment.
(2) An attorney or his or her employees.
(3) Any person who is specially appointed by a court to serve its process.
(4) A licensed private investigator or his or her employees.
(5) A professional photocopier registered under Section 22450, or an employee thereof, whose only service of process relates to subpoenas for the production of records, which subpoenas specify that the records be copied by that registered professional photocopier.

LIVE SCAN - Business and Professions Code Section 22351.5

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.
(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.

FILING/RECORDING FEES – Business and Professions Code Section 22352 - 22355

At the time of filing the initial certificate of registration, a registrant shall pay the following fees to the county clerk:
(a) Application filing fee $180.00
(b) Bond filing fee $25.00.
(d) Issuance of process server identification card $10.00.
(e) Bond recording fees of $9.00 for the first page, $3.00 each additional page

BOND – Business and Professions Code Section 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).
(b) The county clerk shall, upon filing the bond, deliver the bond forthwith to the county recorder for recording. The recording fee specified in Section 27361 of the Government **Code** shall be paid by the registered process server. The fee may be paid to the county clerk, who shall transmit it to the recorder.

NOTE: Process Servers refiling must provide (a) a new bond or (b) a Surety Rider and the previously recorded bond.

TERM OF REGISTRATION – Business and Professions Code Section 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.

IDENTIFICATION CARDS

A photo identification card is issued to a registrant at a fee of $10.00. The registrant **must** present photo identification and one photograph (1¼" x 1¼") to be affixed to the identification card issued. A new registrant will need to submit **two** photographs, one for the temporary and the other for the permanent identification card. A corporation or partnership is issued one card only at a fee of $10.00. No photograph is required. The fee to replace a lost or stolen identification card is $10.00.