

(File Stamp)

**State of California  
County of Siskiyou**

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

## Certification of Registration as a Process Server

California Business & Professions Code Sections 22350, 22351(a), et seq.

The Undersigned Individual Declares that:

Name: \_\_\_\_\_

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

Age: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

The filing of this registration in the County of Siskiyou is appropriate because my  
Residence or Principal Place of Business is located in this County.

Have you been a resident of California for at least one year  
immediately preceding the filing of this certificate? Yes No

Have you ever been convicted of a felony?  
If yes, attach a copy of a certificate of rehabilitation,  
expungement or pardon. Yes No

Will you perform the duties of a process server in compliance  
with the provision of law governing the service of processing  
in the State of California: Yes No

The undersign declares under penalty of perjury under the laws of the State of  
California that the foregoing is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Date Bond & Registration Expire: \_\_\_\_\_

Registration Number: \_\_\_\_\_

## 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 \$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
  - 2 Photos for ID Cards 1" x 1 1/2" in size.
  - Appear in person at the County Clerk's Office with picture identification and the documentation mentioned above
- Submit filing fees: \$107 (\$100 filing fee – B&P Code § 22352, \$7.00 file the bond – B&P Code § 22353(c))
- Record bond (B&P Code § 22353(a)) and submit recording fee (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.

*[§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 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 223352. 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.