

Term of Registration: 2 years
Bond requirement is: \$ 2,000.
Filing Fee: \$ 100.
Recording Fee: \$ 7. – 10.
Permanent I.D. Card is: \$ 10.
Information on Back Side

County of Yolo

CERTIFICATE of REGISTRATION
Individual Process Server

B&P 22351(a)

Registration No. _____

_____ M _____
First Last

_____ City _____ State _____ Zip _____
Street

(_____) _____ Age _____ Driver's License No. _____
Phone No.

I, _____ declare, under penalty of
perjury that;

(Please check one)

- I have not been convicted of a felony.
 I have been convicted of a felony, and am submitting a copy of my
certificate of rehabilitation, expungement, or pardon.

I further declare that currently and for one year immediately preceding the date of filing
of this certificate I have been a resident of California, and that I will perform the duties of
a process server in compliance with California provisions of law governing the service of
process in this state.

Executed on _____ at _____.

Signature of Registrant

Temporary ID issued? Yes _____ No _____

DEFINITION OF A PROCESS SERVER WHO MUST REGISTER

Section 22340 Business and Professions Code

- (a) Any person who makes more than 10 services of process within this state during one calendar year shall file a verified certificate of registration as a process server with the county clerk of the county in which he resides or has his 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 in the course of his employment.
 - (2) Any Attorney or his employees.
 - (3) Any person who is specially appointed by a court to serve its process.
 - (4) An employee of a person registered under this chapter or a person who is acting as an independent contractor for a person registered under this chapter.
 - (5) A licensed private investigator.
 - (6) Any agent or employee of a nonprofit or fraternal organization who serves process on behalf of the organization and receives no fee for such service.

FILING FEE

Section 22352 Business and Professions Code

A registrant shall pay a fee of one hundred dollars (\$100.) to the county clerk at the time he files a certificate of registration.

NEED FOR FILING BOND

Section 22853 Business and Professions Code

- (a) A certificate of registration shall be accompanied by a bond of two thousand dollars (\$2,000) which is 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 shall be limited to two thousand dollars (\$2,000).

TERM OF REGISTRATION

Section 22354 Business and Professions Code

A certificate of registration shall be effective for a period of two years. Thereafter, a registrant shall file a new certificate of registration and pay the fee required by Section 22352. A new bond will be required for each filing. Certificate of Registration may be revoked under the provisions of Section 22357 and 22358 Business and Professions Code.

INSTRUCTIONS FOR COMPLETION OF CERTIFICATE

- 1. Please have information required written legibly or typewritten.
- 2. Certified copies may be obtained for the required statutory fee.
- 3. The following must accompany this certificate of registration:
 - a. \$2,000.00 Bond
 - b. \$100.00 Filing fee
 - c. \$7.00 - \$10.00 Recording fee
 - d. Two photos, no larger than 1 ½"x1 ½"