

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

## CERTIFICATE of REGISTRATION INDIVIDUAL PROCESS SERVER

Business & Professions Code, Section 22350, 22351(a)

(check one)       New Registration       Renewal Registration

The undersigned individual declares that registration in the County of Yolo is proper because my  
(check one)       residence       principal place of business  
is located in this County.

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

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

Telephone No: (\_\_\_\_\_) \_\_\_\_\_      Age: \_\_\_\_\_

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 your certificate of rehabilitation, expungement or pardon.       YES       NO

Will you perform the duties of the process server in compliance with the provision of law governing the service of process in the State of California?       YES       NO

I declare 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**

REGISTRATION No: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

Temporary ID Issued On: \_\_\_\_\_

Permanent ID Issued On: \_\_\_\_\_

Document # (Bond): \_\_\_\_\_

ATI # \_\_\_\_\_      Clerk Initials: \_\_\_\_\_

File Date: \_\_\_\_\_

## **WHO MUST REGISTER as a PROCESS SERVER**

(Business & Professions Code, Section 22350)

Any natural person who makes 10 or more 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/she resides or has his/her principal place of business.

### **FILING FEES** (B&P 22352)

When filing the initial certificate of registration, the registrant shall pay the following fees to the county clerk:

- (a) A registration fee of \$100.
- (b) Process Server identification card fee of \$10.
- (c) A fee for recording the bond (\$14-first page, \$3-ea. additional page).

### **BOND REQUIREMENTS** (B&P 22853)

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 is limited to \$2,000.

### **TERM OF REGISTRATION** (B&P 22354)

A certificate of registration is effective for two years from the filing date or until the date the bond expires, whichever occurs first. Thereafter, a registrant shall file a new certificate of registration and pay the fees required in 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 will be effective for a period of two (2) years from the effective date or until the expiration date of the bond, whichever occurs first.

A certificate of registration may be revoked under the provisions of Sections 22351.5 (b), 22357 and 22358 of the Business & Professions Code