

State of California  
County of Yolo

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

**CERTIFICATE of REGISTRATION as a PROCESS SERVER**

**Corporation or Partnership**

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

(check one)

New Registration

Renewal Registration

The undersigned declare that \_\_\_\_\_  
(Name of Corporation or Partnership)

is a  \_\_\_\_\_ corporation  
(State of incorporation)

partnership

Registration in the County of Yolo is proper because the principal place of business is located in this county at:

Physical Address

City

St

Zip

Have any general partners or officers been convicted of a felony.  
(A felony conviction will cause this application to be denied.)

YES

NO

The corporation or partnership has been organized and existing continuously for a period of one year immediately preceding the filing of the certificate or a responsible managing employee, partner or officer has been previously registered.

YES

NO

The corporation or partnership will perform its duties as a process server in compliance with the provisions of law governing the service of process in this state.

YES

NO

Each of the undersigned declare(s) under penalty of perjury 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 that personal information is true and correct only to the extent that it applies to him / her. (Attach page(s) for additional partners or corporate officers, if necessary.)

Name / Title \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Signature \_\_\_\_\_

Name / Title \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Signature \_\_\_\_\_

Name / Title \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Signature \_\_\_\_\_

Office Use Only: Registration # \_\_\_\_\_

Bond Expiration Date \_\_\_\_\_

Temp ID Card Issued on \_\_\_\_\_

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

Permanent ID Card Expires \_\_\_\_\_

Recorded Date \_\_\_\_\_

Initials \_\_\_\_\_

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

(Business & Professions Code, Section 22350)

Any corporation or partnership that derives or expects to derive compensation from service of process within this state shall 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.

A corporate officer or general partner who personally makes more than 10 serves within a year in this State must file as an Individual Process Server, in addition to a corporation or general partnership registration.

Employees of a corporation or partnership do not register with the county clerk, except if an employee serves process 10 or more times in a year for their own compensation. In this case, the person would file as an Individual Process Server.

A certificate of registration of a registrant who is a corporation, or a partnership shall contain the names, ages, addresses and telephone numbers of the general partners or officers.

## **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.

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

The registrant shall pay the following fees to the county clerk:

- (a) Registration filing fee - \$100
- (b) Permanent ID card fee - \$10 per card (no photo allowed on corporate/partnership ID's)
- (c) Bond recording fee - \$15 first page, \$3 ea. additional page

## **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.