

State of California
County of Yolo

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

CERTIFICATE of REGISTRATION as a PROFESSIONAL PHOTOCOPIER
Individual, Corporation or Partnership

(Business & Professions Code Sections 22452, et.al.)

(check one) [] New Registration [] Renewal Registration

The undersigned declare(s): _____
(Name of Individual, Corporation or Partnership)

is: [] an individual [] _____ corporation [] partnership
(State of incorporation)

- a) The application for registration of a natural person shall contain all of the following statements about the applicant:
(1) Name, age, address, and telephone number.
(2) He or she has not been convicted of a felony.
(3) He or she will perform his or her duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.
b) The application for registration of a partnership or corporation shall contain all of the following statements about the applicants:
(1) The names, ages, addresses, and telephone numbers of the general partners or officers.
(2) The general partners or officers have not been convicted of a felony.
(3) The partnership or corporation will perform its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.
c) The applicant shall be a notary public or work under another person who has a notary public commission in the state of California.

Notary Public's name: _____ Commission Number: _____

If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for this registration is required.

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

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 # _____ Expiration Date _____ #ID Cards Issued _____
Document # (Bond) _____ Recorded Date _____ Initials _____

PROFESSIONAL PHOTOCOPIERS

Section 22458 Business & Professions Code

A professional photocopier shall be responsible at all times for maintaining the integrity and confidentiality of information obtained under the applicable codes in the transmittal or distribution of records to the authorized persons or entities.

Filing Fee

Section 22452 Business & Professions Code

Registration of a professional photocopier is \$175.00. Each additional photocopier is \$10.00.

Need for Filing Bond

Section 22454 Business & Professions Code

At least one person involved in the management of a professional photocopier shall be required to hold a current commission from the Secretary of State as a notary public in this state. If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for this registration is required.

Section 22455 Business & Professions Code

- (a) A certificate of registration shall be accompanied by a bond of five thousand dollars (\$5,000) which is executed by a corporate surety qualified to do business in this state and conditioned upon compliance with the provisions of this chapter and all laws governing the transmittal of confidential documentary information under the code sections specified in Section 22450. The total aggregate liability on the bond shall be limited to five thousand dollars (\$5,000). The bond may be terminated pursuant to the provisions of Section 995.440 and Article 13 (commencing with Section 996.310) of Chapter 2 of Title 14 of Part 2 of the Code of Civil Procedure.
- (b) In lieu of the bond required by subdivision (a), a registrant may deposit five thousand dollars (\$5,000) in cash with the county clerk.
- (c) If the certificate is revoked, the bond or cash deposit shall be returned to the bonding party or depositor subject to the provisions of subdivision (d) and the right of a person to recover against the bond or cash deposit under Section 22459.
- (d) The county clerk may retain a cash deposit until the expiration of three years from the date the registrant has ceased to do business, or three years from the expiration or revocation date of the registration, in order to ensure there are no outstanding claims against the deposit. A judge of a municipal or superior court may order the return of the deposit prior to the expiration of three years upon evidence satisfactory to the judge that there are no outstanding claims against the deposit.

Term of Registration

Section 22456 Business & 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 22453.

Instructions for Completion of Certificate:

1. Please have information required typewritten or legibly written.
2. Certified copy may be obtained for the required statutory fee.
3. \$5,000.00 bond or \$5,000.00 cash must accompany this certificate of registration.
4. Officers listed must include those required by Section 821 Corporations Code.
Section 821 Corporations Code reads in part:
“*Officers. Every Corporation shall have a president, a vice president, a secretary, and a treasurer, who shall be chosen by the board of directors. A corporation may have such other officers as may be deemed expedient, who shall be chosen in such manner and hold their offices for such terms as may be prescribed by the by-laws. Any two or more offices, except those of president and secretary, may be held by the same person.*”
5. Submit photograph for individual registration ID (no photo allowed on corporate/partnership ID's)
6. Fees are as follows:
 - a. Filing
 - a. \$175.00 for an application for registration
 - b. \$10 dollars for each additional card of identification
 - b. Recording bond of professional photocopier
 - a. 1st page is \$14.00 (max 8 ½" x 11")
 - b. Each subsequent page or fraction thereof is \$3.00

Please make check payable to Yolo County Clerk/Recorder