



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

State of California County of San Mateo Term of Registration: 2 years (See reverse for more information)	(File Stamp)
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Certificate of Registration as a Process Server
California Business & Professions Code Sections 22350, et seq.

The undersigned individual declares that:

Name: _____
Address: _____
Age: _____ Telephone Number: _____

The filing of this registration in the County of _____ 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 process in the State of California?	☐ YES	☐ NO

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

Date: _____ Signature: _____

For Official Use Only:	
Date Bond & Registration Expire: _____	
Permanent ID card mailed: _____	Registration #: _____

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 \$2000 Bond from a bonding company that covers the 2-year registration term (\$2000 cash deposit in lieu of bond may be submitted)
- Complete the Certificate of Registration
- Obtain 2 passport sized (or smaller) photos to be used on identification cards
- Appear in person at the County Clerk's office with picture identification and the documentation mentioned above
- Submit filing fees: \$126 (\$112 filing fee and \$14.00 recording fee for the bond; \$10 for additional identification card fee)
- Record bond (B&P Code § 22353(b)) 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, or renewing a certificate that has lapsed, 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.

*[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 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 effective for a period of two years from the effective date or until the expiration date of the bond, whichever occurs first.