



STANISLAUS COUNTY CLERK-RECORDER
APPLICATION FOR INDIVIDUAL PROCESS SERVER
CERTIFICATE OF REGISTRATION NATURAL PERSON

(California Business and Professions Code §22350 et seq.)

This space for County Clerk use only.

Filing Fees:

Filing registration: \$ 100.00
ID card: \$ 25.00

Additional Fees:

Record bond, first page \$ 14.00
Record bond, each additional page \$ 3.00
Fraud Fee \$ 3.00

Table with 3 columns: Registration Number, Bond Effective Date, Renewed, Expiration Date, Bond Termination Date, Identification. Header: THIS SECTION FOR OFFICE USE ONLY

ALL INFORMATION PROVIDED ON THIS FORM IS GIVEN UNDER PENALTY OF PERJURY.

Please TYPE or PRINT legibly and firmly in BLACK ink.

Form with fields: Full Legal Name, Date of Birth, Street Address, City, State, Zip code, Business Telephone Number

Have you ever been convicted of a felony? (If yes, do not continue with this form).

YES NO

Have you been a resident of this state for a period of one year immediately preceding the filing of this certificate?

YES NO

Will you perform your duties as a process server in compliance with the provisions 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 he/she is an individual natural person and that the information he/she has provided on this application is true and correct.

Signature Date Place of Execution (City and State)

**STANISLAUS COUNTY
INDIVIDUAL PROCESS SERVER
CERTIFICATE OF REGISTRATION NATURAL PERSON**

PROCESS SERVER REGISTRATION INFORMATION

Business and Professions Code §22350 requires that *“any natural person who makes more than 10 services of process within this state during one calendar year, for specific compensation or in expectation of specific compensation ... shall file and maintain a verified certificate of registration as a process server with the County Clerk of the county in which he or she resides or has his or her principal place of business.”*

The requirements and costs for registration with this office are as follows:

- All parties registering (individual “natural persons”, all corporate officers, and all general partners) must **complete the registration form under penalty of perjury.**
 - The registration fee is **\$125.00.**
- **Bonding:**
 - Each individual “natural person,” corporation, or partnership must have a process server bond in the amount of \$2,000.
 - The bond must be filed and recorded with this office: Stanislaus County Clerk-Recorder.
 - The bond recording fee is **\$14.00 for the first page and \$3.00 for each additional page.**
- **Fingerprinting:**
 - Each individual “natural person” must be fingerprinted via a completed **Request for Live Scan Service** form (BCII 8016) issued by this office.
 - All officers of a corporation and all general partners of a partnership must be fingerprinted via a **Request for Live Scan Service** form (BCII 8016) issued by this office.
- **Identification Cards:**
 - Each “natural person” registrant will be photographed and issued a photo ID card.
 - Each corporation or partnership will receive one non-photo ID card.
 - Each additional ID card is **\$10.00.**

Employees working for a partnership or corporation are considered a “natural person” if they make 10 or more services of process a year and must meet the requirements and pay the fees for registration as a “natural person.”

Term of Registration: 2 years

**STANISLAUS COUNTY
INDIVIDUAL PROCESS SERVER
CERTIFICATE OF REGISTRATION**

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, 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.

§ **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 223352. 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.