



**San Bernardino  
Recorder-County Clerk**

222 W. Hospitality Lane, 1<sup>st</sup> Floor  
San Bernardino, CA 92415-0022  
Phone: (909) 387-8306  
Website: [arc.sbcounty.gov](http://arc.sbcounty.gov)

Space above for County Clerk use only

**CERTIFICATE OF REGISTRATION AS A PROCESS SERVER**

(Business and Professions Code Sections 22350-22360)

Page \_\_\_\_ of \_\_\_\_

Registration Number:

**For County Clerk Use Only**

Expiration Date:

Please **TYPE** or **PRINT** legibly and firmly in **BLACK** ink. See reverse side for filing instructions and fees. Neither the Recorder-County Clerk nor deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

Registrant is:

An Individual

A Corporation

A Partnership

First name	Middle name	Last name	Age
Corporation or Partnership Name (if applicable)		Daytime Phone Number	
Address	City	State	Zip Code
Email Address			

The Undersigned, hereby certifies/declares the following:

**Individual Declaration**

**1. Felony Conviction Statement as an INDIVIDUAL:**

I have not been convicted of a felony.

I have been convicted of a felony; a copy of the applicable Certificate of Rehabilitation, Expungement, or Pardon **is attached.**

**2. Residency Requirement:** I declare that I have **resided in the State of California for at least one year** immediately preceding the filing of this registration.

**3. Compliance Statement:** I will perform my duties as a process server in compliance with all provisions of California law governing the service of process.

**Corporation / Partnership Declaration**

**1. Corporate/Partnership Status:** The corporation or partnership is duly organized and has been in continuous existence for at least one year immediately preceding the filing of this registration, **OR** a responsible managing officer, partner, or employee has been previously registered as a process server in the state of California.

**2. Felony Conviction Statement as a CORPORATION or PARTNERSHIP (including officers or general partners):**

I have not been convicted of a felony.

I have been convicted of a felony; a copy of the applicable Certificate of Rehabilitation, Expungement, or Pardon **is attached.**

**3. Compliance Statement:** The corporation or partnership will perform all duties as a process server in compliance with California law and all statutes governing the service of process in this state.

**The names, titles, ages, addresses and telephone numbers of the corporate officers or general partners are (use extra sheet if necessary):**

First name	Middle name	Last name	Age
Title	Address	City	State
		State	Zip Code
Email Address			

Each of the following declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best their knowledge.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
Place Date Signature

## REQUIREMENTS FOR FILING A CERTIFICATE OF REGISTRATION AS A PROCESS SERVER

**Business and Professions Code Sections 22350 – 22360 pertain to the Certificate of Registration as a Process Server. The specific code sections referenced below are regarding the filing requirements.**

**DEFINITION - Business and Professions Code Section 22350-** (a) 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, where such 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 or she resides or has his or her principal place of business. Any corporation or partnership that derives or expects to derive compensation from service of process within this state shall also 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.

(b) This chapter shall not apply to any of the following:

- (1) Any sheriff, marshal, or government employee who is acting within the course and scope of his or her employment.
- (2) An attorney or his or her employees.
- (3) Any person who is specially appointed by a court to serve its process.
- (4) A licensed private investigator or his or her employees.
- (5) A professional photocopier registered under Section 22450, or an employee thereof, whose only service of process relates to subpoenas for the production of records, which subpoenas specify that the records be copied by that registered professional photocopier.

**LIVE SCAN - Business and Professions Code Section 22351.5-** (a) At the time of filing the initial certificate of registration, the registrant shall also submit a completed Request for Live Scan form confirming fingerprint submission to the Department of Justice and the Federal Bureau of Investigation, 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. (b) If, after receiving the results of the Request for Live Scan, 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.

### **FILING/RECORDING FEES – Business and Professions Code Section 22352 – 22355**

**At the time of filing the initial certificate of registration, a registrant shall pay the following fees to the county clerk:**

- **Filing Fees:** Application filing fee **\$175.00** + Bond filing fee **\$55.00** = **\$230.00**
- **Recording Fees:**
  - Bond recording fees **\$14.00** (first page)
  - Each additional page **\$3.00**
- Issuance of process server identification card **\$10.00**
- ID replacement card fee: Application replacement filing fee **\$39.00** + ID Card **\$10.00**= **\$49.00**

**BOND – Business and Professions Code Section 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). (b) The county clerk shall, upon filing the bond, deliver the bond forthwith to the county recorder for recording. The recording fee specified in Section 27361 of the Government Code shall be paid by the registered process server. The fee may be paid to the county clerk, who shall transmit it to the recorder. The bond must be bound to San Bernardino County.

**NOTE: Process Servers' refiling must provide (a) a new bond or (b) a Surety Rider and the previously recorded bond.**

### **TERM OF REGISTRATION – Business and Professions Code Section 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 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 the date the current registration expires. 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.

**IDENTIFICATION CARDS-** A photo identification card is issued to a registrant at a fee of \$10.00. The registrant must present photo identification and one clear photograph (1¼" x 1¼"), without glasses, a hat, or any other obstructions, to be affixed to the identification card issued. A corporation or partnership is issued one card at a fee of \$10.00. No photograph is required.

**MAIL ORDERS –** Submit your completed application and all required documents along with the appropriate payment. Accepted forms of payment include a personal check, cashier's check, or a postal/bank money order, all made payable to San Bernardino County. Card payments are subject to a 3.5% surcharge. Mail the packet with payment to: San Bernardino Recorder-County Clerk, 222 West Hospitality Lane, 1st Floor, San Bernardino, CA 92415.