



**San Bernardino
Recorder-County Clerk**

222 W. Hospitality Lane, 1st Floor
San Bernardino, CA 92415-0022
Phone: (909) 387-8306
Website: arc.sbcounty.gov

Space above for County Clerk use only

CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER

(Business and Professions Code Sections 22450-22463) Registration No. _____ Page ___ of ___

Filing Fees:		Additional Fees:	
Filing registration	\$175.00	Each additional ID card	\$10.00
Filing bond	\$ 55.00	Record the bond- 1st page of bond	\$14.00
Total fees	\$230.00	Each additional page of bond	\$ 3.00

Please TYPE or PRINT legibly and firmly in BLACK ink. Neither the County Clerk nor his 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 **Expiration Date** _____

First Name of Registrant or Corporation/Partnership Name		Middle Name	Last Name		Age
Address – Number and Street		City	Telephone Number	State	Zip Code

Email Address _____

At least one person involved in the management of a Professional Photocopier shall be required to hold a current commission as a Notary Public from the California Secretary of 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

Name of Notary Public	Commission Number	Name of County Where Notary Bond is Filed
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Individual Filing - The undersigned hereby certifies/declares that:

I have **not** been convicted of a felony. I **have been** convicted of a felony.
As an individual, I will perform my duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

Corporation or Partnership Filing - The undersigned corporation or partnership hereby certifies/declares that:

Corporate officers or general partners have **not** been convicted of a felony.
Corporate officers or general partners **have been** convicted of a felony.
As a corporation or partnership, the corporation or partnership 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.

The name, title, age, address, telephone number, and email address of each corporate officer or general partner per B&P 22452.
(Use extra sheet if necessary)

Name (First, Middle, Last)	Title	Telephone Number	Age
Address – Number and Street	City	State	Zip Code

Email Address _____

Name (First, Middle, Last)	Title	Telephone Number	Age
Address – Number and Street	City	State	Zip Code

Email Address _____

The undersigned certifies that the foregoing information contained in this application for registration is true and correct.
(corporation or partnership requires the signatures of all corporate officers or general partners. Use extra sheet if necessary):

Executed at (place)	Date	Signature
Executed at (place)	Date	Signature

Business and Professions Code Sections 22450 – 22462 pertain to the Certificate of Registration as a Photocopier. The specific code sections referenced below are in regards to the filing requirements.

DEFINITION – Business and Professions Code Section 22450

A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced under Part 2.6 (commencing with Section 56) of Division 1 of, or Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of, the Civil Code, or Section 1158 of, or Article 4 (commencing with Section 1560) of Chapter 2 of Division 11 of, the Evidence Code and who, while engaged in performing that activity, has access to the information contained therein.

WHERE TO FILE – Business and Professions Code Section 22450

A professional photocopier shall be registered pursuant to this chapter by the county clerk of the county in which he or she resides or has his or her principal place of business, and in which he or she maintains a branch office.

FILING EXCEPTIONS – Business and Professions Code Section 22451

This chapter does not apply to any of the following:

- (a) Any government employee who is acting in the course of his or her employment.
- (b) A member of the State Bar or his or her employees, agents, or independent contractors.
- (c) Any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute those records.
- (d) An employee or agent of a person who is registered under this chapter.
- (e) Any custodian of records who makes his or her own copies.
- (f) Any certified shorthand reporter, official court reporter, or stenotype operator who makes his or her own copies.
- (g) Any person licensed under Chapter 11.5 (commencing with Section 7512) of Division 3 of the Business and Professions Code or his or her employees.
- (h) The Office of the Secretary of State.

FILING/RECORDING FEES – Business and Professions Code Section 22453, 22453.1, 22455, Government Code Section 27361, County Ordinance 16.023A

An applicant shall pay a fee for the following:

- 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

Note: Payments made by Card are subject to a 3.5% surcharge.

NOTARY PUBLIC - Business and Professions Code Section 22454

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.

BOND – Business and Professions Code Section 22455- (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.

- (1)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 professional photocopier. The fee(s) may be paid to San Bernardino County. (b) In lieu of the bond required by subdivision (a), a registrant may deposit five thousand dollars (\$5,000) in cash with the Recorder-County Clerk.

Note: Photocopiers re-filing must provide (a) a new bond or (b) a Surety Rider and the previously recorded bond.

TERM OF REGISTRATION – Business and Professions Code Section 22456

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 22453. 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

The registrant must present photo identification and one photograph (1¼" x 1¼") to be affixed to the identification card to be issued. The fee for additional identification cards is \$10.00 each.

RESPONSIBILITIES - Business and Professions Code Section 22458

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.

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 3.5% surcharge. Mail the packet with payment to: **San Bernardino Recorder-County Clerk, 222 West Hospitality Lane, 1st Floor, San Bernardino, CA 92415.**