



**Peter Aldana, Assessor-County Clerk-Recorder**  
County of Riverside

(File Stamp)

Filing Fee: \$194.00      Bond Required: \$2,000.00

Record Bond Fee: \$14.00

**Total Fee Payable to County Clerk: \$208.00**

Each additional page: \$3.00

Term of Registration: 2 years

If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration.

Live Scan Fingerprinting required if first time filing or if there is a lapse in registration

(See reverse for more information) **Applications are subject to public access.**

**CERTIFICATE OF REGISTRATION AS PROCESS SERVER- INDIVIDUAL**

California Business & Professions Code Sections 22350, 22351(a), et seq.  
(PROCESSED MONDAY THRU THURSDAY 8:00 AM – 4:30 PM ONLY)

**Registrant information**

**The undersigned individual declares that:**

Name: _____
Address: _____
Age: _____ Business 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of a felony? If yes, attach a copy of a certificate of rehabilitation, expungement or pardon.	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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: \_\_\_\_\_

<b>For Official Use Only:</b> Date Bond & Registration Expire: _____
D.O.J. Rpt Rec'd _____ by _____ F.B.I. Rpt Rec'd _____ by _____
Permanent ID card mailed: _____ Expires: _____ Registration #: _____
Two years from date of filing or bond expiration

## DEFINITION OF A PROCESS SERVER WHO MUST REGISTER

### Section 22350 Business & Professions Code

(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.

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

(1) Any sheriff, marshal, constable, or government employee who is acting in the course 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.

### FILING FEE

#### Section 22352 Business & Professions Code

A registrant shall pay a fee of one hundred and eighty-five dollars (\$185.00) to the County Clerk at the time he/she files a certificate of registration. (\$163.00 filing fee, §22352 Business & Professions Code; \$7.00 fee to file Bond, §22353(c) Business & Professions Code; \$15.00 recording fee pursuant to §22353(d) Business & Professions Code and §27360 et seq, Government Code (each additional page or fraction thereof is \$3.00 per page); and \$10.00 Identification Card fee pursuant to §22352(c) & 22355(b) Business & Professions code.

### NEED FOR FILING BOND

#### Section 2253 Business & Professions Code and 995.440 Code of Civil Procedures

(a) A certificate of registration shall be accompanied by a bond of two thousand (\$2,000.00) 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 service of process in this state. The total aggregate liability on the bond shall be limited to two thousand dollars (\$2,000.00).

(b) The bond shall be continuous in form, remain in full force and effect, and run **concurrently** with the license or permit period. Therefore, the bond **must** specify the effective and expiration date. The bond must be bound to the County of Riverside.

### FINGERPRINTS

#### Section 22351.5 Business & Professions Code

(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. (Fees will apply and must be paid to the Live Scan Operator.) **Effective July 1, 2005, the Department of Justice will only accept live scan submission of fingerprints. You can either go to the County Clerk's Office and pick up a "Live Scan" form or print a form from the Riverside County Assessor – County Clerk – Recorder website at [www.riversideacr.com](http://www.riversideacr.com).**

(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.

### TERM OF REGISTRATION

#### Section 22354 Business & Professions Code

A certificate of registration shall be effective for a period of two (2) 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. Upon renewal of registration, the same number shall be reassigned, unless there has been a lapse in the period of registration of three or more years. If upon renewal there has been a lapse three or more years in the registration period, a new number must be assigned.

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 (2) years from the effective date or until the expiration date of the bond, whichever occurs first. (A new bond will be required or a Rider, along with the previously recorded bond, extending the expiration of the old bond). (Certificate of Registration may be revoked under provisions of §22351.5(b), 22357 and 22358 Business & Professions Code.)

**Process Server must notify County Clerk's office of any changes in information, in writing, within 30 days of the change.**

### IDENTIFICATION CARDS

#### Section 22355 Business & Professions Code

A photo identification card is issued to a registrant who is a natural person at a fee of \$10.00. The photograph will be taken at the time the application is processed. A partnership or corporation is issued one card only at a fee of \$10.00. There is no picture on this card. If this is your first filing as a Process Server, you will be issued two ID cards, one temporary I.D. card, and one permanent I.D. card. The fee to replace a lost or stolen card is \$10.00.

### INSTRUCTIONS FOR COMPLETION OF CERTIFICATE OF REGISTRATION

1. Complete Live Scan paperwork and have fingerprints done at a Live Scan location. Submit completed Live Scan paperwork and application to County Clerk
2. Bond in the amount of two thousand dollars (\$2,000.00) **must** accompany the certificate of registration
3. The individual, a partner or an officer of the corporation **must** appear in person and present governmental issued photo I.D. Form



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

City State ZIP Code

Contact Telephone Number

### Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name  
(AKA or Alias) Last

First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number  
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number  
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: \_\_\_\_\_  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

### Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number

Amount Collected/Billed