

## Business and Professions Code 22351. CERTIFICATE OF REGISTRATION AS A PROCESS SERVER

- (a) The certificate of registration of a registrant who is a natural person shall contain the following:
  - (1) The name, age, address, and telephone number of the registrant.
  - (2) A statement, signed by the registrant under penalty of perjury, that the registrant has not been convicted of a felony, or, if the registrant has been convicted of a felony, a copy of a certificate of rehabilitation, expungement, or pardon.
  - (3) A statement that the registrant has been a resident of this state for a period of one year immediately preceding the filing of the certificate.
  - (4) A statement that the registrant will perform his or her duties as a process server in compliance with the provisions of law governing the service of process in this state.
- (b) The certificate of registration of a registrant who is a partnership or corporation shall contain the following:
  - (1) The names, ages, addresses, and telephone numbers of the general partners or officers.
  - (2) A statement, signed by the general partners or officers under penalty of perjury, that the general partners or officers have not been convicted of a felony.
  - (3) A statement that the partnership or corporation has been organized and existing continuously for a period of one year immediately preceding the filing of the certificate or a responsible managing employee, partner, or officer has been previously registered under this chapter.
  - (4) A statement that the partnership or corporation will perform its duties as a process server in compliance with the provisions of law governing the service of process in this state.

### 22351.5 FINGERPRINTS

- (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, in order to verify that the registrant has not been convicted of a felony.
- (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, shall direct the county clerk to revoke the registration.

### **How to Register as a Process Server**

- Complete the Certificate of Registration
- Obtain a Bond for Registration from a bonding company. The bond amount is \$2000 and it covers the two-year registration period. You may also post \$2000 in cash. The bond should commence the day you register with the County Clerk. Sign the bond when you receive it from the bonding company.
- Present 2 photos, passport-size or smaller, for your identification card.

#### File with the County Clerk:

- Original Certificate of Registration
- Bond
- Filing fee of **\$107.00**
- Recording fee for the bond **\$15.00**
- Any additional pages attached to the bond \$3.00
- Fees for issuance of an identification card \$10.00

State of California  
County of Alameda

**PATRICK O'CONNELL**  
**Alameda County Clerk-Recorder**  
**1106 Madison Street**  
**Oakland, CA 94607 Phone 510 272-6362**

Term of Registration: 2 years (See Reverse for Information)

Registration number: \_\_\_\_\_

**CERTIFICATE OF REGISTRATION AS A PROCESS SERVER**  
(BUSINESS AND PROFESSIONS CODE SECTION 22351)

The undersigned declares

(Name of Individual/Partnership/Corporation)

is  an individual;

If an individual, I have resided in California for 1 year immediately preceding the date of the filing of this certificate and have not been convicted of a felony\*.

is  a \_\_\_\_\_ corporation; is  a partnership;  
(State of incorporation)

If a partnership or corporation, said partnership or corporation has been organized and existing continuously for a period of 1 year immediately preceding the date of filing of this certificate; or a partner or officer listed below has been previously registered as a process server, and no general partner or corporate officer has been convicted of a felony\*.

\*  I have been convicted of a felony and I have attached a copy of the certificate of rehabilitation, expungement, or pardon.

Registration in the County of **ALAMEDA** is proper because my  residence  principal place of business is in this County.

I or the partnership or corporation will perform my/its duty as a process server in compliance with the provisions of law governing the service of process in this state.

The name(s), address(es), age(s) and telephone number(s) of the individual, partners or corporate officers are:

Name and Title	Address	Age	Telephone

This is page 1 of \_\_\_ attached pages of additional partners or corporate officers.

Each of the undersigned declare(s) under penalty of perjury under the laws of the State of California that the foregoing is true and correct except for the personal information contained herein; and, as to that personal information, each declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct only to the extent that it applies to him/her.

1. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

3. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Official Use Only:**            DOJ-Print Report Received-FBI            **Expiration Date:** \_\_\_\_\_