

**MARIN COUNTY CLERK**

**CERTIFICATE OF REGISTRATION OF PROCESS SERVER  
B & P Code 22350, CCP 413.40-417.40**

**FILING FEE \$117.00 - Term of Registration 2 years**

**See the Reverse side of this form for Information  
Regarding the Filing of this Certificate**

The undersigned declare that \_\_\_\_\_ is  
(Name of individual, corporation or partnership)  
an individual; a \_\_\_\_\_ corporation; a partnership.  
(State of Incorporation)

If an individual, I have resided in California for one year immediately preceding the date of filing of this certificate. If a corporation or partnership, said corporation or partnership has been organized and existed continuously for a period of one year immediately preceding the date of filing of this certificate; or an officer or partner listed below has been previously registered under the provisions of Chapter 16, Division 8, of the B & P Code as a process server. Have you, or any corporate officers, been convicted of a felony? No Yes (If yes, present a copy of a certificate of rehabilitation, expungement or pardon).

Said individual, corporation or partnership will perform his/its duties as a process server in compliance with the provision of law governing the services of process in this state.

My name, age, address and phone number is, or the names, ages, addresses and phone numbers of the corporate officers or general partners are (use extra sheets if necessary):

Name and Title	Age	Address (include zip code)	Telephone

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

Each of the undersigned declares under penalty of perjury the foregoing to be true except for the personal information contained herein; and as to that personal information, each declares under penalty of perjury it to be true only to the extent that it applies to him.

- 1. Date: \_\_\_\_\_ Signature: \_\_\_\_\_
- 2. Date: \_\_\_\_\_ Signature: \_\_\_\_\_
- 3. Date: \_\_\_\_\_ Signature: \_\_\_\_\_
- 4. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Official Use Only: Renewal prior to Expiration (fingerprinting not required)**

**Permanent ID Card issued** \_\_\_/\_\_\_/\_\_\_  
**Registration Expires on:** \_\_\_\_\_ **Registration No.:** \_\_\_\_\_

**Business and Professions Code 22351. Certificate of Registration of a Process Server**

- (a) The certificate of registration of a registrant who is a natural person shall contain the following:
  - (1) Name, age, mailing address and telephone number of the registrant.
  - (2) Statement, signed by the registrant under penalty of perjury, that the registrant has not been convicted of a felony.
  - (3) Statement that registrant has been a resident of this state for a period of one year immediately preceding the filing of the certificate.
  - (4) Statement that registrant will perform duties in compliance with the provision 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 under penalty of perjury that the general partners or officers have not been convicted of a felony.
  - (3) A statement that partnership or corporation has been organized and existed continuously for a period of one year immediately preceding the filing of certificate; or, a responsible employee, partner or officer has been previously registered under this chapter.
  - (4) A statement by partnership or corporation that it will perform its duties under compliance with the provisions of law governing the service of process in this state.

**Business and Professions Code 22351.5 Fingerprints**

- (a) At the time of filing an initial certificate of registration, late renewal or reinstating a revoked registration, the registrant shall 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. Please call for Live Scan Authorization and appointment information.
- (b) If 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 notify the registrant that the registration is revoked.

**Business and Professions Code 22352 Fees**

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

- (a) A registration filing fee for One Hundred Seventeen Dollars (\$117).
- (b) A fee to cover the actual cost of recording the bond.
- (c) A fee for processing completed fingerprint cards (if live scan was not utilized) when submitted with the initial certificate of registration.

**HOW TO REGISTER AS A PROCESS SERVER**

- Complete the Certificate of Registration
- Obtain a Bond for a Process Server from a bonding company. The bond amount is \$2000 and it covers the two year registration period. The bond should commence the day you file the Certificate with the County Clerk and be effective for the two years of your registration. You will sign the bond as principal when it is filed in the County Clerk's office.
- If you are a new process server, or filing after an expiration date, you must submit your fingerprints for a felony conviction search. You may call for a 'Live Scan' appointment in the Marin County Sheriff's Office at (415) 473-7286, or the Marin City Sheriff's Sub-Station at (415) 332-5422. Prior to your live scan appointment, you must obtain a Live Scan Request Form from the Clerk's office by calling (415) 473-6416. You will pay a total of \$56.00 to the Department of Justice for this service together with the live scan fee charged by the Sheriff.
- If you or any corporate officer has ever been convicted of a felony, present a copy of certificate of rehabilitation, expungement or pardon.

**TAKE TO THE COUNTY CLERK FOR FILING:**

- Original Certificate of Registration
- Original Bond
- Proof of Live Scan fingerprint completion
- \$117.00 Filing Fee (\$100 filing fee, \$10 ID card fee, and \$7 file stamp the bond fee)
- \$14.00 Bond Recording Fee (if bond is in a standard format-1 front page or add \$3.00 for each additional page)
- \$12.00 Additional identification Card fee (if required)