



# COUNTY OF SACRAMENTO

## PROCESS SERVER CERTIFICATE OF REGISTRATION CORPORATION OR PARTNERSHIP

(California Business and Professions Code §22350 et seq.)

This space for County Clerk use only.

**Filing Fees:**

Filing registration:	\$ 110.00
Filing bond:	\$ 10.00
ID card:	\$ 37.00

**Additional Fees:**

Live scan fingerprint processing	\$ 49.00
Record bond, first page	\$ 20.00
Record bond, each additional page	\$ 3.00

THIS SECTION FOR OFFICE USE ONLY		
Registration Number	Bond Effective Date	Renewed
Expiration Date	Bond Termination Date	Identification

**ALL INFORMATION PROVIDED ON THIS FORM IS GIVEN UNDER PENALTY OF PERJURY.**

Please **TYPE** or **PRINT** legibly and firmly in **BLACK** ink.

Name of Partnership for Corporation
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- The following named persons are:                      All of the officers of the corporation
- All of the general partners of the partnership

The following information is true and correct in regard to each of the corporate officers or general partners:

Name and Title (e.g. John Q. Public, Jr., President)	Date of Birth
Address (Street, City, State, and Zip code)	Phone Number (including area code)
Name and Title (e.g. John Q. Public, Jr., President)	Date of Birth
Address (Street, City, State, and Zip code)	Phone Number (including area code)

**(Additional pages may be attached hereto if needed for additional officers/partners)**

**All corporate officers or partnership general partners are required to answer each of the following questions and sign where indicated.**



**Listing of additional corporate officer / general partner**

Name of Partnership for Corporation	
Name and Title (e.g. John Q. Public, Jr., President)	Date of Birth
Address (Street, City, State, and Zip code)	Phone Number (including area code)

**Verifications by additional officer/partner**

Has the corporation or partnership been organized and existing for a period of one year immediately preceding the filing of this certificate, or has a responsible managing employee, partner, or officer previously been registered under this chapter?

YES      NO

Will the corporation or partnership perform its duties as a process server in compliance with the provisions of law governing service in this state?

YES      NO

Have you ever been convicted of a felony?

YES      NO

**The undersigned officer/partner declares under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place of Execution (City and State)

**COUNTY OF SACRAMENTO**  
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**Listing of additional corporate officer / general partner**

Name of Partnership for Corporation	
Name and Title (e.g. John Q. Public, Jr., President)	Date of Birth
Address (Street, City, State, and Zip code)	Phone Number (including area code)

**Verifications by additional officer/partner**

Has the corporation or partnership been organized and existing for a period of one year immediately preceding the filing of this certificate, or has a responsible managing employee, partner, or officer previously been registered under this chapter?

YES          NO

Will the corporation or partnership perform its duties as a process server in compliance with the provisions of law governing service in this state?

YES          NO

Have you ever been convicted of a felony?

YES          NO

**The undersigned officer/partner declares under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place of Execution (City and State)

**PROCESS SERVER REGISTRATION INFORMATION**

Business and Professions Code §22350 requires that *“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 ... 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.”*

**The requirements and costs for registration with this office are as follows:**

- All parties registering (individual “natural persons”, all corporate officers, and all general partners) must **complete the registration form under penalty of perjury.**
  - The registration fee is **\$110.00.**
- Bonding:
  - Each individual “natural person,” corporation, or partnership must have a process server bond in the amount of \$2,000.
  - The bond must be filed and recorded with this office: Sacramento County Clerk/Recorder.
  - The bond filing fee is **\$10.00.**
  - The bond recording fee is **\$20.00 for the first page and \$3.00 for each additional page.**
- Fingerprinting:
  - Each individual “natural person” must be fingerprinted via a completed **Request for Live Scan Service** form (BCII 8016) issued by this office.
  - All officers of a corporation and all general partners of a partnership must be fingerprinted via a **Request for Live Scan Service** form (BCII 8016) issued by this office.
  - The Live Scan processing fee is **\$49.00** for each person.
- Identification Cards:
  - Each “natural person” registrant will be photographed and issued a photo ID card.
  - Each corporation or partnership will receive one non-photo ID card.
  - The ID card fee is **\$37.00.**

Employees working for a partnership or corporation are considered a “natural person” if they make 10 or more services of process a year, and must meet the requirements and pay the fees for registration as a “natural person”.