



COUNTY OF SACRAMENTO
PROCESS SERVER CERTIFICATE OF REGISTRATION
NATURAL PERSON

(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.

Full Legal Name (e.g. John Q. Public, Jr.)		Date of Birth	
Street Address	City	State	Zip code
Telephone Number (including area code)			

Have you ever been convicted of a felony? **(If yes, do not continue with this form).**

YES NO

Have you been a resident of this state for a period of one year immediately preceding the filing of this certificate?

YES NO

Will you perform your duties as a process server in compliance with the provisions of law governing the service of process in this state?

YES NO

The undersigned declares under PENALTY OF PERJURY under the laws of the State of California that he/she is an individual natural person and that the information he/she has provided on this application 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”.