

State of California
County of PLACER

Term of Registration: 2 years

CERTIFICATE OF CORPORATION REGISTRATION AS A PROCESS SERVER
California Business & Professions Code Sections 22350, et seq.

The undersigned declare that

_____ (Name of Corporation or Partnership)

Is: a _____ corporation a partnership at _____
(State of Incorporation)

Registration in _____ County is proper because the principal place of business is located in this County.

If corporation or partnership, have you been organized and in existence continuously for at least one year immediately preceding the filing of this certificate? Or, has a responsible managing employee, partner or officer been previously registered under this chapter?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If corporation or partnership, have any officers or general partners 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 all applicable officers or general partners will perform his/her/its duties as 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

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.

- Name: _____ Age: _____ Phone: _____
Dated: _____ Signature: _____
- Name: _____ Age: _____ Phone: _____
Dated: _____ Signature: _____
- Name: _____ Age: _____ Phone: _____
Dated: _____ Signature: _____
- Name: _____ Age: _____ Phone: _____
Dated: _____ Signature: _____

For Official Use Only:

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

Expiration Date: _____ Permanent ID Card mailed: _____

HOW TO REGISTER AS A PROCESS SERVER

- Complete Request for Live Scan Service below
- Arrange to have fingerprints taken at a Live Scan location (i.e. Sheriff's Office) for each general partner or corporate officer
- Purchase a \$2000 Bond from a bonding company that covers the 2-year registration term (\$2000 cash deposit in lieu of bond may be submitted)
- Complete the Certificate of Registration
- Obtain one size 1"x1" photo to be used on identification cards, these can be purchased at clerk's office
- Appear in person at the County Clerk's office with picture identification and the documentation mentioned above
- Submit filing fees: \$117 (\$100 filing fee – B&P Code § 22352, \$7.00 file the bond – B&P Code § 22353(c) + \$10 identification card fee – B&P Code §22352(c))
- Record bond (B&P Code § 22353(a)) and submit recording fee of \$14 for the 1st page and \$3 for each additional page. Non-conforming fees are \$17 1st page and \$6 for each additional page. (GC § 27361)

BUSINESS & PROFESSIONS CODE EXCERPTS

§ 22350(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.

§ 22351.5(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. The clerk shall utilize the Subsequent Arrest Notification Contract provided by the Department of Justice for notifications subsequent to the initial certificate of registration.

[Pay a fee to Live Scan Operator and effective July 1, 2005, the Department of Justice will only accept live scan submission of fingerprints]

§ 22351.5(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.

§ 22353(a): A certificate of registration shall be accompanied by a bond of two thousand dollars (\$2,000), executed by an admitted surety insurer 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 is limited to two thousand dollars (\$2,000). As an alternative to the bond, the registrant may deposit with the clerk, cash or a money order in the amount of two thousand dollars (\$2,000).

Code of Civil Procedure § 995.440: A bond given as a condition of a license or permit shall be continuous in form, remain in full force and effect, and run concurrently with the license or permit period and any and all renewals, or until cancellation or withdrawal of the surety from the bond.

§ 22354: A certificate of registration shall be effective for a period of two 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. 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 effective for a period of two years from the effective date or until the expiration date of the bond, whichever occurs first.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0740
ORI (Code assigned by DOJ)

PROCESS SERVER - ONLY
Authorized Applicant Type

PROCESS SERVER

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

Contributing Agency Information:

Placer County Human Resources
Agency Authorized to Receive Criminal Record Information

05043
Mail Code (five-digit code assigned by DOJ)

145 Fulweiler Avenue, STE 200
Street Address or P.O. Box

Amy Pearson
Contact Name (mandatory for all school submissions)

Auburn CA 95603
City State ZIP Code

(530) 889-4060
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 the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the 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



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170