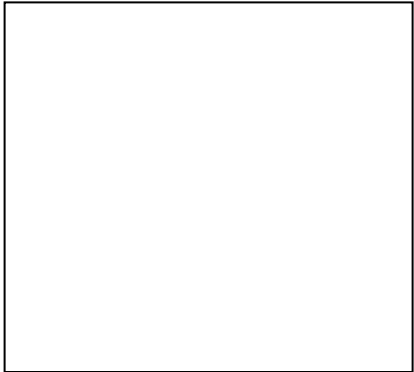


**PROCESS SERVER
CERTIFICATE OF REGISTRATION
CORPORATION OR PARTNERSHIP**

(Sections 22350, 22351 (b) et seq. Of California Business and Professions Code)



ALL INFORMATION ON THIS FORM IS GIVEN UNDER PENALTY OF PERJURY

The following named persons are:

[] All of the general partners of the partnership. [] All of the officers of the corporation.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

The partnership or corporation name is:

Address: _____
Telephone #: _____

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

Name: _____ Age: _____
Title: _____
Address: _____

Telephone #: _____ Email: _____

Name: _____ Age: _____
Title: _____
Address: _____

Telephone #: _____ Email: _____

Name: _____ Age: _____
Title: _____
Address: _____

Telephone #: _____ Email: _____

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

All corporate officers or partnership general partners are required to complete the reverse side of this form and to sign where indicated.

Space below this line for office use only

REGISTRATION #: _____

BOND EFFECTIVE DATE: _____

REGISTRATION START DATE: _____

BOND TERMINATION DATE: _____

REGISTRATION EXPIRATION DATE: _____

TEMPORARY I.D. EXPIRATION DATE: _____

PERMANENT I.D. EXPIRATION DATE: _____

**ALL CORPORATE OFFICERS OR PARTNERSHIP GENERAL PARTNERS
ARE REQUIRED TO SIGN BELOW.**

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

I declare that the corporation or partnership will perform its duties as a process server in compliance with the provisions of law governing service in this state.

I declare that I have never been convicted of a felony.

The undersigned officer/partner declares under penalty of perjury that the foregoing is true and correct.

Executed at _____
(City and State)

on _____
(Month, Day, Year)

by _____
(Signature of full name)

For Office Use ONLY:

DOJ Clearance: _____

FBI Clearance: _____

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(City and State)

on _____
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For Office Use ONLY:

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Additional signature pages for officer/partners may be attached.

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Additional signature pages for officer/partners may be attached.

“NO LONGER INTERESTED” REPORTING FORM

NO LONGER INTERESTED NOTIFICATION

(One required per individual, each general partner, or each corporate officer. Make copies if needed.)

Pursuant to Penal Code Sections 11105.2 any agency which has submitted fingerprints of applicants for licensing, employment, or certification for the purpose of establishing a record to receive subsequent arrest service must immediately notify the Department of Justice when the employment of the applicant is terminated, or when the applicant’s license or certificate is revoked or may not be renewed or reinstated.

Organizations employing the services of volunteers who have contracted for subsequent arrest service must notify the Department of Justice when the services of a volunteer have been terminated.

Please complete the following information:

The following agency is no longer interested in receiving criminal history information pertaining to the individual listed below.

PLEASE TYPE OR PRINT CLEARLY

Agency Information

Agency Name and Address County Clerk 1 Dr. Carlton B. Goodlett Place City Hall, Room 168 San Francisco, CA 94102-4678			
Date Mailed to DOJ <i>(For Office Use Only)</i>	Type of Application Process Server License	Date of Application	CII# (Mandatory) <i>(For Office Use Only)</i>

Applicant Information

Last Name, First, Middle			
Aliases			
Sex M / F	Date of Birth	Social Security Number	Driver’s License Number

Mail to:
Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
FAX 916-227-2000

I, the above-stated individual, understand that if I fail to renew my process server registration within one day of its expiration, this form will be sent to the Department of Justice and I will be required to submit a new set of fingerprints should I wish to register as a Process Server at a later time.

Signature: _____.

Date: _____

HOW TO REGISTER AS A PROCESS SERVER

- Complete the Certificate of Registration.
- Complete the “No Longer Interested” Reporting Form. (One required per individual, each general partner, or each corporate officer. Make copies if needed.)
- Obtain a bond for registration from a bonding company. The bond amount is \$2000 and it should cover the two year registration period. The name on the bond must match the name indicated on the registration form. You may post \$2000 in cash in lieu of the bond.
- All new filings require fingerprints electronically transmitted through any of the Live Scan sites on the Attorney General’s website at: <http://caag.state.ca.us/fingerprints/publications/contact.htm>. Applicants must first obtain a Live Scan Service – Applicant Submission form from our office or from our website at <http://www.sfgov.org/countyclerk>. Payment for fingerprint processing is to be paid to the Live Scan site. **Verification of live scan process (usually receipt given by live scan provider) will be required at time of processing application for process server registration.**
If registering as an individual, obtain 2 passport size photos for your identification cards (temporary and permanent). Valid identification must be presented.
- If the registration contains a dba, a copy of your current dba/FBN (Fictitious Business Name) statement must be presented.

Registration Fee(s): Payment in cash, debit/credit card, personal check (preprinted with account holder’s name from a USA issued bank, no foreign checks), money order or cashier’s check payable to SF COUNTY CLERK.

For current fee(s), please visit our website at <http://www.sfgov.org/countyclerk>

Business and Professions Code 22350. (a) 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, where such compensation is directly attributable to the service of process, 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. Any corporation or partnership that derives or expects to derive compensation from service of process within this state shall also file and maintain a verified certificate of registration as a process server with the county clerk of the county in which the corporation or partnership has its principal place of business.

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) 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. (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.

Fingerprints; felony convictions

(a) At the time of filing the initial certificate of registration, the registrant shall also submit proof of completion of live scan in order to verify that the registrant has not been convicted of a felony. 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.