



Chuck Storey
Imperial County Clerk/Recorder

CERTIFICATE OF REGISTRATION PROFESSIONAL PHOTOCOPIER

(California Business and Professions Code §§22450-22463)

A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced who, while engaged in performing that activity, has access to the information contained therein. A professional photocopier shall be registered pursuant to this chapter by the county clerk of the county in which he/she resides or has his/her principal place of business, and in which he/she maintains a branch office.

NOTARY PUBLIC - §22454: At least one person involved in the management of a professional photocopier shall be required to hold a current commission from the Secretary of State as a notary public in this state. If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for the registration is required.

NEED FOR BOND - §22455: 1. A certificate of Registration shall be accompanied by a bond of \$5,000.00 which is executed by a corporate surety qualified to do business in this state and conditioned upon compliance with the provisions of this chapter and all laws governing the transmittal of confidential documentary information under the code sections specified in Section 22450. The total aggregate liability on the bond shall be limited to \$5,000.00. The bond may be terminated pursuant to the provisions of Section 995.440 and 996.310 of the Code of Civil Procedure.

2. In lieu of the bond, a registrant may deposit \$5,000.00 in cash with the County Clerk.

3. If the certificate is revoked, the bond or cash deposit shall be returned to the bonding party or depositor subject to the provisions of subdivision (d) and the right of a person to recover against the bond or cash deposit under §22459.

4. The County Clerk may retain a cash deposit until the expiration of three years from the date the registrant has ceased to do business, or three years from the expiration or revocation date of the registration, in order to ensure there are no outstanding claims against the deposit. A judge of a superior court may order return of the deposit prior to the expiration of three years upon evidence satisfactory to the judge that there are no outstanding claims against the deposit.

TERM OF REGISTRATION - §22456: A Certificate of Registration shall be effective for a period of two years. Thereafter, a registrant shall file a new certificate of registration and pay the fee required by §22453. A new bond will be required. A Certificate of Registration may be revoked under the provisions of §22460 and 22460.5 Business & Professions Code.

RESPONSIBILITIES - §22458: A professional photocopier shall be responsible at all times for maintaining the integrity and confidentiality of information obtained under the applicable codes in the transmittal or distribution of records to the authorized persons or entities.

§22451 - This chapter does not apply to any of the following: Any government employee who is acting in the course of his/her employment; a member of the State Bar or his/her employees, agents, or independent contractors; any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute those records; an employee or agent of a person who is registered under this chapter; any custodian of records who makes his/her own copies; any certified shorthand reporter, official court reporter, or stenotype operator who makes his/her own copies; any person licensed under Chapter 11.5 of Division 3 of the Business and Professions Code or his/her employees; the office of the Secretary of State.



CHUCK STOREY

Imperial County Clerk/Recorder
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CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER

(Business and Professions Code Sections 22450-22463)

Applicant MUST hold a current Notary Commission

FOR COUNTY CLERK USE ONLY

Registration Number		Expiration Date	
Bond Effective Date		Bond Expiration Date	

FILING FEES		RECORDING FEES	
Filing registration	\$179.00	Record bond 1 st page	\$14.00
Filing bond	\$ 10.00	Each additional page of the bond	\$ 3.00
If also a Process Server	\$105.00		

Please **TYPE or PRINT** legibly. Neither the County Clerk nor his deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

The undersigned, as an **INDIVIDUAL** certifies/declares as follows:

1. As an **INDIVIDUAL**, I have not been convicted of a felony
2. Said individual will perform his/hers/its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.
3. At least one person involved in the management of a Professional Photocopier shall be required to hold a commission from the California Secretary of State as a Notary Public. Written confirmation from the notary authorizing the use of their commission for purposes of this registration is required.

NOTARY INFORMATION

NOTARY NAME	COMMISSION NUMBER	EXPIRATION DATE	BOND FILED (COUNTY)
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REGISTRANT'S INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER	AGE		

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of his/her knowledge.

Executed at _____ on _____
CITY DATE SIGNATURE

The undersigned officers as a **CORPORATION** **PARTNERSHIP** certify/declare as follows:

1. Said corporation or partnership will perform his/her/their duties as a process server in compliance with the provisions of law governing professional photocopying in this state.
2. At least one person involved in the management of a Professional Photocopier shall be required to hold a notary commission from the California Secretary of State. Written confirmation from the notary authorizing the use of their commission for purposes of this registration is required.

NOTARY INFORMATION

NOTARY NAME	COMMISSION NUMBER	EXPIRATION DATE	COUNTY WERE BOND FILED
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REGISTRANT'S INFORMATION

NAME OF CORPORATION/PARTNERSHIP	is a <input type="checkbox"/> corporation or <input type="checkbox"/> partnership.
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ADDRESS	CITY	STATE	ZIP CODE
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DAYTIME PHONE NUMBER	Incorporated under the Laws of the State of _____
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The names, titles, ages, address and telephone numbers of the corporate officers or general partners are (use extra sheet if necessary):

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of his/her knowledge.

FIRST NAME	MIDDLE NAME	LAST NAME	AGE
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TITLE	ADDRESS	CITY	STATE	ZIP CODE
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Executed at _____ on _____
CITY DATE SIGNATURE

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of his/her knowledge.

FIRST NAME	MIDDLE NAME	LAST NAME	AGE
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TITLE	ADDRESS	CITY	STATE	ZIP CODE
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Executed at _____ on _____
CITY DATE SIGNATURE

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of his/her knowledge.

FIRST NAME	MIDDLE NAME	LAST NAME	AGE
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TITLE	ADDRESS	CITY	STATE	ZIP CODE
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Executed at _____ on _____
CITY DATE SIGNATURE

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed that document, to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of _____
County of _____

On _____, before me _____
Notary Public personally appeared _____ who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to
the within instrument and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s) or the entity
upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal

SEAL

Notary's Signature