



**Chuck Storey**  
Imperial County Clerk/Recorder

## **PROCESS SERVER REGISTRATION INFORMATION AND INSTRUCTIONS**

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 where that 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.”

Applicants, at the time of filing a new registration, must provide proof that they have not been convicted of a felony (Live Scan) or if convicted must provide proof that the convictions has been expunged or proof of clearance at time of application.

Applicants must have resided in California for a minimum of one (1) year at time of registration. If applying as a corporation or partnership the organization must have been in existence for a minimum of one (1) year before registration.

### **Instructions**

1. **CERTIFICATE OF REGISTRATION** - Read, complete and sign the attached form.
2. **BOND - CERTIFICATE OF REGISTRATION** shall be accompanied by a **BOND** for \$2,000.00 executed by an admitted surety company. As an alternative to the bond, at the time of registration, the registrant may deposit with the County Clerk, cash or a money order for \$2,000.00
3. **REQUEST FOR LIVE SCAN SERVICE** – Complete the attached form and submit for process to an authorized agency. A copy of the request for **LIVE SCAN** form confirming fingerprint submission to the Department of Justice and/or FBI must be submitted at time of registration. If this is a re-file, which has not expired, then it is not necessary to have a Live Scan submitted again.



**CHUCK STOREY**

Imperial County Clerk/Recorder  
940 W. Main St., Ste. 202, El Centro, CA 92243  
Telephone: (442)265-1076 Fax: (442)265-1091  
www.recorder.imperialcounty.org

**CERTIFICATE OF REGISTRATION AS A PROCESS SERVER**  
(Business and Professions Code Sections 22350-22360)

**FOR COUNTY CLERK USE ONLY**

Registration Number		Expiration Date	
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Filing Fees:		Recording	
Filing registration	\$125.00	Record the bond 1 <sup>st</sup> page of bond	\$14.00
		Each additional page of the bond	\$ 3.00

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.

Registrant is (select only ONE type):     An Individual     A Corporation     A Partnership

The undersigned, hereby certifies that:

- As an **INDIVIDUAL**,
  - I have not been convicted of a felony
  - I have been convicted of a felony; copy of the certificate of
    - Rehabilitation     Expungement     Pardon is attached
- As an individual, I have resided in this state for a period of one year immediately preceding the filing of this certificate.
- Said individual will perform his/hers/its duties as a process server in compliance with the provisions of law governing the service of process in this state.

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, hereby certifies that:

1. As a **CORPORATION** or partnership, the corporate officers or general partners,

have not been convicted of a felony

have been convicted of a felony; copy of the certificate of

Rehabilitation

Expungement

Pardon is attached

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

3. Said corporation or partnership will perform his/hers/its duties as a process server in compliance with the provisions of law governing the service of process in this state.

CORPORATION OR PARTNERSHIP NAME (if applicable)

DAYTIME PHONE NUMBER

ADDRESS

CITY

STATE

ZIP CODE

The names, titles, ages, address and telephone numbers of the corporate officers or general partners are (use extra sheet if necessary):

FIRST NAME

MIDDLE NAME

LAST NAME

AGE

ADDRESS

CITY

STATE

ZIP CODE

TITLE

DAYTIME PHONE NUMBER

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 \_\_\_\_\_

CITY

on \_\_\_\_\_

DATE

SIGNATURE

FIRST NAME

MIDDLE NAME

LAST NAME

AGE

ADDRESS

CITY

STATE

ZIP CODE

TITLE

DAYTIME PHONE NUMBER

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 \_\_\_\_\_

CITY

on \_\_\_\_\_

DATE

SIGNATURE

FIRST NAME

MIDDLE NAME

LAST NAME

AGE

ADDRESS

CITY

STATE

ZIP CODE

TITLE

DAYTIME PHONE NUMBER

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 \_\_\_\_\_

CITY

on \_\_\_\_\_

DATE

SIGNATURE