

Certificate of Registration of a Process Server

Business and Professions Code

22351.

- (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; or, if the registrant has been convicted of a felony, a copy of a certificate of rehabilitation, expungement, or pardon.
 - (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.

Fingerprint Instructions:

At the time of filing the initial certificate of registration, the registrant shall also fill out a Live Scan application, for fingerprint submission to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), 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 DOJ for notifications subsequent to the initial certificate of registration.

You must take the Live Scan Application to the Lassen County Adult Detention Facility located at 477-150 Sheriff Cady Ln, Susanville, CA 96130, Monday through Friday from 8 a.m. to 11 a.m. or 1 p.m. to 4 p.m. (closed holidays). Bring a Photo ID and Live Scan fees in the amount of \$56 CASH for the DOJ and the FBI at the time of the Live Scan.

If, after processing the completed fingerprint cards, 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.

Fees:

At the time of filing the initial certificate of registration, a registrant shall pay the following fees to the county clerk:

- (a) A fee of one hundred dollars (\$100).
- (b) A fee of ten dollars (\$10) for each additional identification card.
- (c) A fee of seven dollars (\$7) for the first page, and three dollars (\$3) for each additional page, to cover the actual cost of recording the bond.

For more information about process serving in California, contact the Process Server Institute:

667 Folsom St 2nd Floor, San Francisco, CA 94107. 800-696-4631.