

## PROCESS SERVER REGISTRATION INFORMATION

Business and Professions Code 22350 effective January 1, 1998 now 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.....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 place of business.”

### REQUIREMENTS AND COSTS

- Each individual making more than 10 services per year must file.
- A Corporation or partnership must register if they expect to derive compensation for service.
- Employees working for a partnership or corporation are considered a “natural person” if they make 10 or more services of process a year, and must meet the requirements and pay the fees for registration individually.

The person registering will need to provide the County Clerk with:

- **Certificate of Registration**
- **\$2000 Process Server Surety Bond**
- **\$100 Fee to the County Clerk (includes one ID card)**
- **Live Scan Application**
- **Two Passport photos (one for ID card, one for our file)**
- **\$7 Fee to the County Recorder \$3 each additional page for Bond Recording**

County Clerk will issue:

- **ID card**
- **Copies of all documents on file with our office**