REGISTERED PROCESS SERVER

CORPORATION OR PARTNERSHIP

COUNTY OF SHASTA

Filing Fees

Filing registration:	$ 100.00
ID card:	$ 10.00
Filing bond:	$ 7.00
Recording bond: (1st page)	$ 15.00
Total fee payable to Shasta County Clerk	**$ 132.00**
Each additional ID card payable to Shasta County Clerk	$ 10.00
Each additional page of bond Additional Fee payable by cash or separate check to Shasta County Recorder	$ 3.00

This space reserved for County Clerk File Stamp use only

Personal Information - Check one box and complete all information requested.

☐ Corporation – Name:_____

☐ Partnership – Name:_____

The undersigned declares: Said corporation or partnership has been organized and existed continuously for a period of one year immediately preceding the filing of this certificate; NONE of its officers have been convicted of a felony; and will perform its duties as process server in compliance with the provision of law governing the service of process in this state.

Each of the undersigned declares under penalty of perjury under the laws of the State of California that all information on this application is true and correct to the extent that applies to them.

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____

(Use extra sheet for additional names)

Office Use Only

Registration #: _____ (For Renewals - a new # must be assigned if there has been a lapse in registration longer than 3 years.)

Start Date: _____

Expiration Date: _____ (2 yrs from date of filing/renewal of registration or expiration of the bond.)

To register as a Process Server, Corporation or Partnership
Appear in person at the Shasta County Clerk's office 1643 Market Street, Redding CA 96001
with the following:

- Completed Registration Form.
- Process Server Bond in the amount of $2,000 in the name of the person, corporation or partnership that is registering. You may also post $2,000.00 in cash. If you are unable to find a bonding company, contact the Process Server Institute at (415) 495-3850 and they will provide names of bonding companies. The bond should commence the day you file the certificate with the County Clerk.
- Live Scan for all corporate officers or general partners is required for new registration or if there has been a lapse in previous registration. B&P 22351.5
- Live Scan form from Live Scan agency. (Obtain Live Scan form from County Clerk BEFORE going to fingerprinting agency.)
- Valid picture identification.
- Filing Fee - $132 for each registration, this includes the $14 first page recording fee and one ID card. Additional pages are $3 each. We accept cash, preprinted check or cashier's check made out to Shasta County Clerk.

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.

22351.5 *Fingerprints*

(a) At the time of filing the initial certificate of registration, the registrant shall also submit two complete fingerprint cards, for submission to the Department of Justice and the Federal Bureau of Investigation, in order to verify that the registrant has not been convicted of a felony. (Shasta County uses Live Scan in place of fingerprint cards. See below.)
(b) 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 notify the registrant that the registration is revoked.

22352 *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 ($100.00).
(b) A fee to cover the actual costs of processing the completed fingerprint cards when submitted with the initial certificate of registration.
(c) A fee to cover the actual cost of issuing a registered process server identification card.

22355 *ID Cards*

Requires the County Clerk to issue a TEMPORARY ID Card FOR NO ADDITIONAL FEE, for registered process servers who are required to submit fingerprint cards for background checks to the FBI & DOJ. The temporary ID card shall be valid for 120 days. If clearance is received from the FBI & DOJ within 120 days, the County Clerk shall immediately issue the permanent 2 year ID card to applicants. Upon request of the applicant, the permanent identification card shall be mailed to the applicant at his or her address of record.

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____

Name:_____Age:_____

Title:_____Phone:_____

Mailing Address:_____

Signature:_____Date:_____