



# COUNTY OF SAN DIEGO

ERNEST J. DRONENBURG, JR.  
ASSESSOR/RECORDER/COUNTY CLERK

www.sdarcc.com



### ASSESSOR'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 103  
SAN DIEGO, CA 92101-2480  
(619) 236-3771 • FAX (619) 557-4056

### RECORDER/COUNTY CLERK'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 260  
P.O. BOX 121750, SAN DIEGO, CA 92112-1750  
(619) 237-0502 • FAX (619) 557-4155

**CORPORATE CERTIFICATE OF REGISTRATION  
AS A PROFESSIONAL PHOTOCOPIER**  
(Section 22450-22463, Business & Professions Code)

#### FEE SCHEDULE

Registration Filing: \$175.00 if not a registered Process Server  
\$100.00 if registered as a Process Server  
Filing Bond: \$7.00  
Recording Bond: \$14.00 (1<sup>st</sup> page)/ \$3.00 (additional pages)  
Identification Card: \$10.00 (card)/ \$10.00 (if photo required)  
Photograph Info: One 1" x 1" for each registrant  
Surety Bond Info: \$5,000 Bond or cash in lieu of

#### FEES APPLY TO EMPLOYEE ID CARDS

#### NO PASSPORT PHOTOS

#### [FOR OFFICE USE ONLY]

PP No. : \_\_\_\_\_  
PP Exp. Date: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Bond No. : \_\_\_\_\_  
Surety Co. : \_\_\_\_\_

#### PROCESS SERVER (PS) INFO

PS No. : \_\_\_\_\_  
PS Exp. Date: \_\_\_\_\_

#### RENEWAL REGISTRATIONS

Effective Date: \_\_\_\_\_  
Renewal Date: \_\_\_\_\_

\_\_\_\_\_ is a  
[Print name of partnership/corporation as it appears on bond]

partnership  corporation incorporated in \_\_\_\_\_ [State]

No general partners or officers have been convicted of a felony

At least one person involved with the management of a professional photocopier shall be required to hold a current commission from the California Secretary of State as a Notary Public. If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for this registration is required.

Name: \_\_\_\_\_ Comm. No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

The professional photocopier shall maintain a valid notary commission during the entire period that the professional photocopier's certificate of registration is effective. The registrant shall notify the county clerk and provide an updated valid notary commission if the commission expires prior to the expiration of the certificate of registration.

The names, dates of birth, and addresses of the general partners or officers are:

GENERAL PARTNERS/OFFICERS NAMES	DOB	MAILING ADDRESS, CITY, STATE, ZIP	TELEPHONE

The partnership or corporation will perform its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in the State of California. We certify that the foregoing information is true and correct.

Executed at \_\_\_\_\_ by \_\_\_\_\_  
Place Date Signature  
Executed at \_\_\_\_\_ by \_\_\_\_\_  
Place Date Signature