



# 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  
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### 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

**INDIVIDUAL 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  
Registration fee includes one (1) Principal ID Card

Filing Bond: \$7.00  
Recording Bond: \$14.00 (1<sup>st</sup> page)/ \$3.00 (additional pages)  
Identification Card: \$10.00 Employee ID's/Replacement cards  
Photograph Info: \$10.00 One (1) 1" x 1" for each registrant  
**NO PASSPORT PHOTOS**

Surety Bond Info: \$5,000 Bond or cash in lieu of

#### [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: \_\_\_\_\_

[Print name of individual **as it appears on bond**]

I have not been convicted of a felony

I hold a current commission as a notary public in the State of California

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.

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

The name, date of birth, and address of the individual registrant is:

REGISTRANT	DOB	MAILING ADDRESS, CITY, STATE, ZIP	TELEPHONE

I will perform my duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in the State of California. I certify that the foregoing information is true and correct.

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