

FRESNO COUNTY PROCESS SERVER

1.

FILING FEES:

\$107 to the County Clerk (B&P Code 6405)
\$ 19 will be collected for recording of the bond (B&P Code 27361)
\$126 Total - Cash, Visa, MasterCard or check payable to Fresno County Clerk

2.

DEFINITION OF:

Any person who makes more than 10 services of process within this state during one calendar year shall file a verified certificate of registration as a process server with the County Clerk of the County in which he/she resides or has his/her principal place of business.

3.

REQUIREMENTS FOR REGISTRATION:

- A \$2,000 surety bond must accompany a **Certificate of Registration**. The bond must be in favor of the County where the Process Server is filing their registration. **The bond must cover the 2-year period of the registration.** (B&P Code 22353 & 22350).
- All registrants shall file a **Certificate of Registration (attached)** in their county of residence **or** in each county where he or she has his/her principal place of business. Upon renewal of registration, the same number shall be assigned, provided there is no lapse in period of registration. A new bond will also be required at the time of any renewal of registration.
- Must be at least 18 years of age.
- 2 Passport Photos for Photo Identification Card. Additional Photo Identification Cards can be issued for \$10.00 each.
- If you are a new process server, or filing after an expiration date, you must submit your fingerprints for a felony conviction search. The 'Live Scan' form for your fingerprint search is available in the County Clerk's Office. The 'Live Scan' can be done at the Sheriff's Department at which time you will pay the fee of \$71.00 (\$15.00 is for the 'Live Scan' and \$56.00 goes to the Department of Justice and the FBI)

Applicant must be present with proper identification.

Per the County Clerk, the application for registration of a natural person shall be accompanied by the display of personal identification acceptable to the county clerk to adequately determine the identity of the applicant.



JAMES A. KUS
FRESNO COUNTY CLERK
MAILING ADD: 2221 KERN STREET
FRESNO, CA 93721
PHYSICAL ADD: 2220 TULARE STREET, 1ST FL.
FRESNO, CA 93721

CERTIFICATE OF REGISTRATION FOR:

REGISTRATION NO:

PROCESS SERVER	PROF. PHOTOCOPIER	UNLAWFUL DETAINER ASST.

EXPIRES ON:

REGISTERING AS:

INDIVIDUAL

PARTNERSHIP

CORPORATION

APPLICANT:

Name

Business:	Address	
	Mailing Address (If different from above)	Telephone (Optional)

Notary	Name of Management person holding commission as a California Notary Public: (For Prof. Photocopier)		
	County:	Exp. Date:	Commission #

Corporation or Partnership	State of Incorporation	Telephone #:	Mailing Address
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If Applicant is a Registered Process Server	County:	Registration #:	Exp. Date:
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DECLARATION OF APPLICANT: (CHECK PROPER BOXES)

1. I have not been convicted of a felony.
2. No general partner or officer of this partnership or corporation has been convicted of a felony.
3. I have been a resident of California for a period of one year immediately preceding the filing of this certificate.
4. This partnership or corporation has been organized and existing continuously for a period of one year immediately preceding the filing of this certificate or a responsible managing employee, partner or officer has been previously registered under Chapter 16 (commencing with section 22350), Division 8 of the Business and Professions Code.
5. I will perform my duties as a ____ **Process Server**, ____ **Professional Photocopier**, ____ **Unlawful Detainer Assistant** in compliance with the provisions of law governing the ____ **service of process**, ____ **transmittal of confidential documentary information**, ____ **unlawful detainer claims or actions**.

The undersigned declare(s) under penalty of perjury that all of the foregoing checked statements and following personal statements are true and correct and that this declaration was executed on the date and at the place shown immediately before my signature below:

INDIVIDUAL, GENERAL PARTNER OR CORPORATE OFFICER

Full Name

Title: Telephone #: Age: DOB:

Residence Address:

Dated: Signature:

INDIVIDUAL, GENERAL PARTNER OR CORPORATE OFFICER

Full Name

Title: Telephone #: Age: DOB:

Residence Address:

Dated: Signature:

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