

TYPE OF REGISTRATION INDIVIDUALS	PROCESS SERVER B&P 22350 – 22360	PROFESSIONAL PHOTOCOPIER B&P 22450 – 22463	LEGAL DOCUMENT ASSISTANT B&P 6400 – 6415	UNLAWFUL DETAINER ASSISTANT B&P 6400 - 6415
Term of Registration	2 years OR Date bond expires, whichever occurs FIRST	2 years OR Date bond expires, whichever occurs FIRST	2 Years OR Date bond expires, whichever occurs FIRST	2 Years OR Date bond expires, whichever occurs FIRST
Fee Includes: Reg., File Stamp Bond & 1st ID Card	\$126	\$201 (\$126 if also Process Server)	\$201	\$201
Place of Filing Principal Place of Business	County of residence OR County of place of business	County of residence AND County of place of business	EACH County where a Branch Office is located	EACH County where a Branch Office is located
Bond Requirements For Individual	\$2,000 In favor of County	\$5,000 In favor of County	\$25,000 In favor of State w/County named in bond	\$25,000 In favor of State w/County named in bond
Employees of Individuals	If an employee makes 10+ serves per year they must also file as an individual	Employee does not register but they receive an ID that states their name as employee of _____	Employees must qualify and register individually but are covered under bond	Employees must qualify and register individually but are covered under bond
ID Card With Photo	Temp ID Card = 120 Days Perm ID Card = Exp. Date	ID Card valid through expiration date	ID Card valid through expiration date	ID Card valid through expiration date
<ul style="list-style-type: none"> • Educational Req. • Conviction Responses 	<ul style="list-style-type: none"> • N/A • Requires “No” response - OR expungement 	<ul style="list-style-type: none"> • N/A • Req. “No” response - NO expungement 	<ul style="list-style-type: none"> • 15 hrs. continuing education for renewal as listed in 6402.1 • Req. “No” response - NO expungement 	<ul style="list-style-type: none"> • 15 hrs. continuing education for renewal as listed in 6402.1 • Req. “No” response - NO expungement
Fingerprint Requirement	DOJ & FBI	N/A	N/A	N/A
Notary Requirement	N/A	Current commission required	N/A	N/A
Similar Facts for all Filings	<ul style="list-style-type: none"> • Renew up to 60 days prior to expiration; no extension to expiration date for weekends or holidays • Renewals will retain the same number provided registration is in the same county and lapsed no more than 3 years • Cash deposit may be deposited in lieu of posting a bond • Applicant pays recording fees for bonds • Additional ID cards are \$10 each • Original or certified copy of the bond (or a certified copy of the Cash-in-Lieu Deposit Agreement) with a cover sheet when filing in additional counties (excepting Process Servers) • Bond continuation certificates require the original bond or certified copy 			

TYPE OF REGISTRATION CORP/PARTNERSHIP	PROCESS SERVER B&P 22350 – 22360	PROFESSIONAL PHOTOCOPIER B&P 22450 – 22463	LEGAL DOCUMENT ASSISTANT B&P 6400 – 6415	UNLAWFUL DETAINER ASSISTANT B&P 6400 - 6415
Term of Registration	2 years OR Date bond expires, whichever occurs FIRST	2 years OR Date bond expires, whichever occurs FIRST	2 Years OR bond exp. date, OR # of employees exceeds bond, whichever occurs FIRST	2 Years OR bond exp. date, OR # of employees exceeds bond, whichever occurs FIRST
Fee Includes: Reg., File- stamp Bond & 1st ID Card	\$126.00	\$201 (\$126 if also a Process Server)	\$201	\$201
Place of Filing Principal Place of Business	County of Principal Place of Business	County of principal place of business AND County of branch offices	EACH County where a Branch Office is located	EACH County where a Branch Office is located
Bond Requirements For Corp/Partnerships	\$2,000 in favor of County Bond does not cover officers or employees who make more than 10 serves per year	\$5,000 In favor of County	# of Employees = 1-4=\$25,000, 5-9=\$50,000, 10+=\$100,000 In favor of State	# of Employees = 1-4=\$25,000, 5-9=\$50,000, 10+=\$100,000 In favor of State
Employees, Officers-Partners	If employee / officer/ partner makes 10+ serves per year they must also file as an individual with their own bond	Employees of a registered corporation or partnership do not register See ID Card requirements	Employees must qualify & register but are covered under corporate/partnership bond See ID Card requirements	Employees must qualify & register but are covered under corporate/partnership bond See ID Card requirements
ID Card Corporate card has no photo	No additional cards – entity responsible for employee • Temp ID Card = 120 Days • Perm ID Card = Exp. Date	Employee ID card shows their photo & the name of entity	• Issued under name of entity • Employee card has a photo	• Issued under name of entity • Employee card has a photo
• Educational Requirements • Conviction Responses	• N/A • Req. “No” response for each part/off-no expungement	• N/A • Requires “No” Response for each partner/officer	• 1 officer/partner meets req. • Pertains to all partners or officers	• N/A • Pertains to all partners or officers
Fingerprint Requirement	Live Scan for Each Officer or partner - no expungement	N/A	N/A	N/A
Notary Requirement	N/A	Current Commission Required [Code - OK to be notified of new commission if term does not cover whole period]	N/A	N/A