



**JORDAN Z. MARKS**  
 ASSESSOR/RECORDER/COUNTY CLERK  
 COUNTY OF SAN DIEGO  
 1600 Pacific Highway, Suite 260  
 San Diego, CA 92101-2400  
 P.O. Box 121750, San Diego, CA 92112-1750  
 (619) 237-0502  
 www.sdarcc.gov

**CORPORATE CERTIFICATE  
 OF REGISTRATION AS A  
 PROCESS SERVER**

(Business & Professions Code Sections 22350-22360)

**FEE SCHEDULE**

Registration Filing: \$100.00 Registration Fee  
 Filing Bond: \$35.00 Filing Fee  
 Recording Bond: \$14.00 (1st page)/ \$3.00 (additional pages)  
 Identification Card: \$32.00 Permanent ID Card  
 Temporary ID Card-No Fee  
 Photograph Info: \$11.00 one (1) 1" x 1" ID Photo

**NO PASSPORT PHOTOS**

Surety Bond Info: **\$2,000** Bond/cash in lieu of bond (2 Years)  
 Livescan Service info: Please submit **completed Live Scan** form  
 confirming fingerprint submission to DOJ &  
**FBI for each general partner/officer**  
 (Only for new filings or renewals filing after  
 expiration)

New Filing

OR

Renewal-Previous Filing # \_\_\_\_\_

Surety Company: \_\_\_\_\_

Bond Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Note: **Employees are not covered under a corporation/partnership registration. Corporate officers or general partners who will be serving process must also file and post bond as "Individual"**

Type of Identification provided:

Driver's License  State Identification  Military ID  Passport

**[ABOVE SPACE FOR OFFICE USE ONLY]**

\_\_\_\_\_ is a

[Print name of partnership/corporation as it appears on bond]

Partnership OR Corporation incorporated in \_\_\_\_\_ [State].

No corporate officers or partners have been convicted of a felony.

Said corporation or partnership has been organized and existing continuously for a period of one year immediately preceding the filing of this certificate or an officer/partner has been previously registered under the provisions of Chapter 16, Division 8, of the Business & Professions Code.

Said corporation or partnership will perform his/her/their duties as a process server in compliance with the provisions of law governing the service of process in this state.

The name(s), age(s), address(es), e-mail address(es), and telephone number(s) of the general partner(s)/officer(s) is/are:

(All general partners/officers must sign below)

| General Partners/Officers Name | Age | Mailing Address, City, State, Zip Code | E-mail Address | Telephone Number |
|--------------------------------|-----|--|----------------|------------------|
|                                |     |  |                |                  |
|                                |     |  |                |                  |
|                                |     |  |                |                  |

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of their knowledge.

Executed at \_\_\_\_\_ by \_\_\_\_\_  
 City & State Date Signature & Title

Executed at \_\_\_\_\_ by \_\_\_\_\_  
 City & State Date Signature & Title

Executed at \_\_\_\_\_ by \_\_\_\_\_  
 City & State Date Signature & Title