



**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

**INDIVIDUAL CERTIFICATE  
 OF REGISTRATION AS A  
 PROFESSIONAL PHOTOCOPIER**  
 (Business & Professions Code Sections 22450-22463)

**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: \$35.00 Filing Fee  
 Recording Bond: \$14.00 (1st page)/ \$3.00 (additional pages)  
 Identification Card: \$32.00 Employee/Replacement ID Card  
 Photograph Info: \$11.00 one (1) 1" x 1" ID Photo  
**NO PASSPORT PHOTOS**  
 Surety Bond Info: **\$5,000** Bond/cash in lieu of bond (2 Years)

New Filing

OR

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

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

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

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

Type of Identification of provided:

Driver's License  State Identification  Military ID  Passport

[ABOVE SPACE FOR OFFICE USE ONLY]

**Note: Employees are not required to file a separate registration, nor post a separate bond. Employee ID Cards may be issued for an additional fee.**

[Print name of individual as it appears on bond]

I have **not** been convicted of a felony.

At least one person involved in the management of a Professional Photocopier holds a **current** commission as a Notary Public from the California Secretary of State (S.O.S.). Notary must be valid 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. 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: \_\_\_\_\_ Commission Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The name, age, address, e-mail address, and telephone number of the individual registrant is:

Registrant Name	Age	Mailing Address, City, State, Zip Code	E-mail Address	Telephone Number

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 \_\_\_\_\_  
 City & State Date Signature & Title