

## APPLICATION FOR REGISTRATION OF A PROFESSIONAL PHOTOCOPIER

### Business and Professions Code 22452.

- (a) The application for registration of a natural person shall contain all of the following:
- (1) His or her name, age, address, and telephone number.
  - (2) A statement that he or she has not been convicted of a felony
  - (3) A statement that he or she will perform his or her duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.
- (b) The application for registration of a partnership or corporation shall contain all of the following:
- (1) The names, ages, addresses, and telephone numbers of the general partners or officers.
  - (2) A statement that the general partners or officers have not been convicted of a felony.
  - (3) A statement that the partnership or corporation will perform its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

### Business and Professions Code 22454

At least one person involved in the management of a professional photocopier shall be required to hold a current commission from the Secretary of State as a notary public in this state. 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.

### **How to Register as a Professional Photocopier**

- Complete the Certificate of Registration.
- Obtain a Professional Photocopier Bond for Registration from a bonding company. The bond amount is \$5000 and it should cover the two-year registration period. You may also post \$5000 in cash. The bond should commence the day you register with the County Clerk. Sign the bond when you receive it from the bonding company.
- For Individual registrations, your picture is taken in the office at the time of registration.

#### File with the County Clerk:

- Submit your completed Application of Registration.
- Submit your signed Bond (no copies will be accepted).
- Present your identification. The identification must substantially match the name on application and/or bond.
- Pay the filing and recording fee (cash, check, or debit card)
  - ✓ Any person registered as a Process Server within the State of California shall pay a fee of \$100 instead of the regular fee.
- Fees for issuance of an additional identification card is \$10.00

State of California  
County of Alameda

MELISSA WILK  
Alameda County Clerk-Recorder  
1106 Madison Street  
Oakland, CA 94607 Phone 510 272-6362

Term of Registration: 2 years (See Reverse for Information)

Registration number: \_\_\_\_\_

**CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER**  
(BUSINESS AND PROFESSIONS CODE SECTION 22452)

The undersigned declares: \_\_\_\_\_  
(Name of Individual/Partnership/Corporation)

<input type="checkbox"/> is <input type="checkbox"/> an individual; <input type="checkbox"/> I have not been convicted of a felony.	State where the corporation is <input type="checkbox"/> a was registered _____ corporation;    is <input type="checkbox"/> a partnership; <input type="checkbox"/> No corporate officer or partner has been convicted of a felony.
--	--

I or the partnership or corporation will perform my or its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

The name(s), address(es), age(s) and telephone number(s) of the individual, partners or corporate officers are:

Name and Title	Address	Age/DOB	Telephone
1.			
2.			
3.			
4.			

This is page 1 of \_\_ attached pages of additional partners or corporate officers.

Pursuant to B&P code 22454:

Name of notary registered with the State of California: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Commission #: \_\_\_\_\_

**Each of the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct except for the personal information contained herein; and, as to that personal information, each declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct only to the extent that it applies to him/her.**

- Date: \_\_\_\_\_ Signature: \_\_\_\_\_
- Date: \_\_\_\_\_ Signature: \_\_\_\_\_
- Date: \_\_\_\_\_ Signature: \_\_\_\_\_
- Date: \_\_\_\_\_ Signature: \_\_\_\_\_