

**CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER
COUNTY OF SOLANO**

Registration Number: _____

If a renewal, a new number must be assigned if there is any lapse in the period of registration.

This space reserved for County Clerk use

Expiration Date: _____

Two years from date of filing/renewal of registration

Filing Fees

Filing registration: \$175.00

Filing with proof of registration
as Process Server \$100.00

Each additional ID card \$ 10.00

Payable to Solano County Clerk

**Additional fee payable by separate check to
Solano County Recorder**

Record the bond – 1st page of bond \$ 13.00

Each additional page of bond 3.00

The undersigned declare(s):

(Name of individual/corporation/partnership)

☐ An Individual ☐ A Corporation ☐ A Partnership

If an individual, I have not been convicted of a felony. If a corporation or partnership, no corporate officer or partner has been convicted of a felony. ☐ YES ☐ NO

I hold; or at least one person involved in my business holds a current commission from the Secretary of State as a notary public in the State of California. ☐ YES ☐ NO

I **AM** a registered Process Server. ☐ YES ☐ NO

Said individual, corporation or partnership will perform his/her/its duties as a Professional Photocopier in compliance with the provision of law governing the transmittal of confidential documentary information in the State of California.

My name, age, address and telephone number or the names, ages, addresses and telephone numbers of the corporate officers or general partners are:

(use additional sheets if necessary)

Name and Title	Age	Address (including zip)	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Each of the undersigned declares under penalty of perjury the foregoing to be true except for the personal information contained herein; and as to that personal information, each declares under penalty of perjury it to be true only to the extent that it applies to him

Executed at _____ on _____
 (City and State) (Date) (Signature of Declarant)

Executed at _____ on _____
 (City and State) (Date) (Signature of Declarant)

Executed at _____ on _____
 (City and State) (Date) (Signature of Declarant)

Executed at _____ on _____
 (City and State) (Date) (Signature of Declarant)

EXCERPTS FROM THE CALIFORNIA BUSINESS & PROFESSIONS CODE

DEFINITION OF A PROFESSIONAL PHOTOCOPIER

22450. A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced under Part 2.6 (commencing with Section 56) of Division 1 of, or Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of, the Civil Code, or Section 1158 of, or Article 4 (commencing with Section 1560) of Chapter 2 of Division 11 of, the Evidence Code and who, while engaged in performing that activity, has access to the information contained therein. A professional photocopier shall be registered pursuant to this chapter by the county clerk of the county in which he or she resides or has his or her principal place of business, and in which he or she maintains a branch office.

22451. This chapter does not apply to any of the following:

- (a) Any government employee who is acting in the course of his or her employment.
- (b) A member of the State Bar or his or her employees, agents, or independent contractors.
- (c) Any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute those records.
- (d) An employee or agent of a person who is registered under this chapter.
- (e) Any custodian of records who makes his or her own copies.
- (f) Any certified shorthand reporter, official court reporter, or stenotype operator who makes his or her own copies.
- (g) Any person licensed under Chapter 11.5 (commencing with Section 7512) of Division 3 of the Business and Professions Code or his or her employees.
- (h) The Office of the Secretary of State.

FILING FEE

22453. An applicant shall pay a fee of one hundred seventy-five dollars (\$175) to the county clerk at the time he or she files an application for registration. An additional fee for each card in an amount sufficient to cover the reasonable regulatory costs associated with the issuance of additional cards, as determined by the county clerk, shall be paid to the county clerk for each additional card of identification.

22453.1 Notwithstanding Section 22453, any person registered pursuant to Chapter 16 (commencing with Section 22350) shall pay a fee of one hundred dollars (\$100) instead of the fee of one hundred seventy-five dollars (\$175) otherwise required by Section 22453.

NOTARY PUBLIC REQUIREMENT

22454. (a) 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.

(b) The professional photocopier shall maintain a valid notary commission 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.

NEED FOR FILING A BOND

22455. (a) A certificate of registration shall be accompanied by a bond of five thousand dollars (\$5,000) which is executed by a corporate surety qualified to do business in this state and conditioned upon compliance with the provisions of this chapter and all laws governing the transmittal of confidential documentary information under the code sections specified in Section 22450. The total aggregate liability on the bond shall be limited to five thousand dollars (\$5,000). The bond may be terminated pursuant to the provisions of Section 995.440 and Article 13 (commencing with Section 996.310) of Chapter 2 of Title 14 of Part 2 of the Code of Civil Procedure.

TERM OF REGISTRATION

22456. A certificate of registration shall be effective for a period of two years or until the date the bond expires, whichever occurs first. Thereafter, a registrant shall file a new certificate of registration or a renewal of the certificate of registration and pay the fee required by Section 22453. A certificate of registration may be renewed up to 60 days prior to its expiration date and the effective date of the renewal shall be the date the current registration expires. The renewal shall be effective for a period of two years from the effective date or until the expiration date of the bond, whichever occurs first.

MAINTENANCE BY COUNTY CLERK

22457. (a) the county clerk shall maintain a register of professional photocopiers, assign a number to each professional photocopier, and issue an identification card to each one. Additional cards for employees of professional photocopiers shall be issued upon the payment of a fee for each card in an amount sufficient to cover the reasonable regulatory costs associated with the issuance of additional cards, as determined by the county clerk. Upon renewal of registration, the same number shall be assigned, provided there is no lapse in the period of registration.

(b) The identification card shall be a card not less than 3 1/4 inches by 2 inches, and shall contain at the top the title, "Professional Photocopier" followed by the registrant's name, address, registration number, date of expiration, and county of registration. It shall also contain a photograph of the registrant in the lower left corner. The identification card for a partnership or corporation registration shall be issued in the name of the partnership or corporation, and shall not contain a photograph. The identification card for an employee of a professional photocopier or a partnership or corporation shall contain a photograph of the employee in the lower left corner.

(c) The identification card for an employee of a professional photocopier or a partnership or corporation shall be issued in the name of the employee and include "Employee of: [insert name of the professional photocopier or the partnership or corporation]."

RESPONSIBILITY OF REGISTRANT

22458. A professional photocopier shall be responsible at all times for maintaining the integrity and confidentiality of information obtained under the applicable codes in the transmittal or distribution of records to the authorized persons or entities.