CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER

(Business and Professions Code §22450-22463)

COUNTY OF: **PLACER**

Filing Fees to Clerk

Registration	$ 175.00
*If also a Process Server	$ 100.00
Filing Bond	$ 7.00
Additional ID Card	$ 10.00
Filing Fees to Recorder	
Bond recording 1st page	$ 15.00*
Each additional page	$ 3.00*
*Non-conforming charge 1st pg.	$ 18.00
*Non-conforming each addl. pg,	$ 6.00

The undersigned declares that _____ is a:
(Name of corporation/partnership)

Corporation ☐ Partnership ☐

Has any corporate officer or general partner been convicted of a felony? YES ☐ NO ☐

Will said corporation or partnership perform its duties as a Professional Photocopier in compliance with the provision of law governing the transmittal of confidential documentary information in this state.

At least one person involved in the management of a Professional Photocopier shall be required to hold a commission from the California Secretary of State as a notary public.

Name of Notary Public:	Commission Number:
Commissioned County:	Expiration Date:

The name(s), age(s), address(es), telephone number(s) of each corporate officers or general partner are:

Name and Title	Age	Complete Address	Telephone No.

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/her.

Signature & Title _____
Executed at _____on _____

Signature & Title _____
Executed at _____on _____

Signature & Title _____
Executed at _____on _____

Signature & Title _____
Executed at _____on _____

Registration Number: _____
Expiration Date: _____

CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER

(Business and Professions Code §22450-22463)

COUNTY OF: **PLACER**

A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced 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/she resides or has his/her principal place of business, **and** in which he/she maintains a branch office.

FILING FEE - §22453:

An applicant shall pay a fee of one hundred seventy-five dollars ($175) to the County Clerk at the time he/she files a Certificate of Registration. [§22453.1] – Notwithstanding, any person registered pursuant to Business & Professions Code 22350 (Process Server) shall pay one hundred dollars ($100) instead of the one hundred seventy-five dollars ($175). [§22453]

NOTARY PUBLIC - §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.

NEED FOR BOND - §22455:

1. 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 996.310 of the Code of Civil Procedure.
2. In lieu of the bond required by Subdivision (a), a registrant may deposit five thousand dollars ($5000) in cash with the County Clerk
3. If the Certificate is revoked, the bond or cash deposit shall be returned to the bonding party or depositor subject to the provisions of Subdivision (d) and the right of a person to recover against the bond or cash deposit under §22459.
4. The County Clerk may retain a cash deposit until the expiration of three years from the date the registrant has ceased to do business, or three years from the expiration or revocation date of the registration, in order to ensure there are no outstanding claims against the deposit. A Superior Court judge may order return of the deposit prior to the expiration of three years upon evidence satisfactory to the judge that there are no outstanding claims against the deposit.

TERM OF REGISTRATION - §22456:

A Certificate of Registration shall be effective for a period of two years. Thereafter, a registrant shall file a new certificate of registration, present a new bond and pay the fee required by §22453. A Certificate of Registration may be revoked under the provisions of §22460 and 22460.5 Business & Professions Code.

IDENTIFICATION CARD - §22457:

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 ten dollars ($10) for each card. Upon renewal of registration, the same number shall be assigned, provided there is no lapse in the period of registration.

RESPONSIBILITIES - §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.

§22451:

This chapter does not apply to any of the following:

Any government employee who is acting in the course of his/her employment; a member of the State Bar or his/her employees, agents, or independent contractors; any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute these records; an employee or agent of a person who is registered under this chapter; any custodian of records who makes his/her own copies; any certified shorthand reporter, official court reporter, or stenotype operator who makes his/her own copies; any person licensed under Chapter 11.5 of Division 3 of the Business and Professions Code or his/her employees; the office of the Secretary of State.