

Santa Cruz County Clerk
Certificate of Registration as a Professional Photocopier
 (Section 22452, Business & Professions Code)



Filing Fee: \$219.00
 Term of Registration: 2 years
 Registration Number: _____
 Expiration Date: _____

(See reverse side of form for Instructions before completing this form)

The undersigned declare(s): _____ is

[] an individual; [] a _____ corporation; [] a partnership
(Enter State where Incorporated)

If an individual: (Check applicable box)

- I have not been convicted of a felony
- I have been convicted of a felony

If a corporation or partnership: (Check applicable box)

- No corporate officer(s) or partner(s) have been convicted of a felony
 - Corporate officer(s) or partner(s) have been convicted of a felony
- Enter the name of corporate officer(s) or partner(s):

The person involved in management who holds a current commission from the Secretary of State as a Notary public in this state is: _____ Commission Number: _____

Date commission expires: _____

Said individual, corporation or partnership will perform his/her/its duties as a Professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

Name(s) of individual, corporate officers or general partners (use extra sheet if necessary):

Name and Title	Age	Complete home address	Telephone Number

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

Executed at Santa Cruz, California, on _____ (Month) _____ (Day) _____ (Year)

(Declarant)

Executed at Santa Cruz, California, on _____ (Month) _____ (Day) _____ (Year)

(Declarant)

Executed at Santa Cruz, California, on _____ (Month) _____ (Day) _____ (Year)

(Declarant)

Executed at Santa Cruz, California, on _____ (Month) _____ (Day) _____ (Year)

(Declarant)

Instructions for Registration as a Professional Photocopier

1. Complete and sign the “Professional Photocopier” Certificate of Registration form. Required information must be legible. Please type or print clearly. Valid identification must be presented.
2. Pursuant to California Business & Professions Code Section 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 his/her commission for this registration is required.”
3. \$5,000 bond or \$5,000 cash must accompany this certificate of registration. The bond must indicate the name of the principal exactly in the manner that it is indicated on the application. It must also indicate the duration of the bond (starting and ending dates).
4. Officers listed must include those required by Section 821, Corporations Code. Section 821, Corporations Code reads in part: “Officers. Every Corporation shall have a president, a vice-president, a secretary, and a treasurer, who shall be chosen by the Board of Directors. A Corporation may have such other officers as may be deemed expedient, who shall be chosen in such manner and hold their offices for such terms as may be prescribed by the by-laws. Any two or more officers, except those of president and secretary, may be held by the same person.”
5. Submit 2 photographs for Identification Card. (Standard ID card picture, 1” x 1 ½“).
6. Professional Photocopier registration fee: \$191.00* Filing fee for the bond: \$33.00
* Fee is \$100.00 if this is a concurrent filing with an active process server registration.
7. Recording fee for bond is \$14.00, plus \$3.00 for each additional page/attachment, payable to the County Recorder.
8. Additional Identification cards - \$10.00 each.
9. If the registration contains a DBA (Fictitious Business Name), a copy of your current DBA/FBN statement must be presented.