

INSTRUCTIONS FOR REGISTERING AS A PROFESSIONAL PHOTOCOPIER

1. Please complete and sign the "Professional Photocopier" Certificate of Registration form. Registration form must be typed or clearly printed using a blue or black pen.
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 application form. 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 times).
4. Officers listed must include those required by California Corporations Code Sec. 312 (a). Section 312 (a) reads in part.

"A corporation shall have a chairman of the board or a president or both, a secretary, a chief financial officer and such other officers with such titles and duties as shall be stated in the bylaws or determined by the board and as may be necessary to enable it to sign instruments and share certificates. The president, or if there is no president the chairman of the board, is the general manager and chief executive officer of the corporation, unless otherwise provided in the articles or bylaws. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise."

5. If registering as an individual, submit a photograph (recent passport size photo) for the identification card. Valid legal identification must be presented.
6. For any employer wishing to have an additional ID card issued to his/her employee:

Employee must come in person, present his/her valid legal picture ID, pay \$14 per ID fee, submit a photograph (recent passport size photo), and provide an authorization letter on official company letterhead containing an original signature by the registered individual OR one of the corporate officers/general partners listed on the original registration form, whichever is applicable. The ID card issued will reflect "employee" on it.

7. If the registration contains a dba, a copy of your current dba/FBN (Fictitious Business Name) statement must be presented.
8. Filing fee of \$183* along with the bond recording fee** must accompany application. Payment can be made in CASH or with a CA preprinted check or money order payable to SF County Clerk.

* Fee is \$107 if this is a concurrent filing with an active process server registration.

** Bonding Recording fee: \$15 for the 1st page and \$3 for each additional page.