INSTRUCTIONS FOR AN INDIVIDUAL REGISTRATION AS LEGAL DOCUMENT ASSISTANT

1. Completely fill in all personal and business information requested in Part A. Application must be legible.

2. Check each applicable box in Parts B through E and provide requested information for each checked box.

3. Attach legible copies of all documents requested for each checked box.

4. If the registration contains a dba, a copy of your current Fictitious Business Name Statement (FBN) statement must be presented.

5. Sign the completed application under penalty of perjury.

6. Register in person with valid legal photo identification and 2 recent passport photos.

7. Check for current registration fees on our website at www.sfgov.org/countyclerk or check fees on current application form.

8. If this is a primary registration, you must submit an original $25,000 bond covering the two-year registration period or a cash deposit of $25,000.

   IMPORTANT: The name on the bond must match the name indicated on the registration form. The bond must be in favor of the State of California AND include the name of the county where the bond will be filed (primary county).

9. If this is a secondary registration, you must submit one of the following:
   - an original $25,000 bond covering the two-year registration period, or
   - a cash deposit of $25,000, or
   - a certified copy of the original $25,000 bond, or
   - a certified copy of posting a $25,000 cash deposit with primary county.

   IMPORTANT: The name on the bond must match the name indicated on the registration form. The bond must be in favor of the State of California AND include the name of the county where the bond was filed (primary county).

10. For renewal and retain your current registration number, you must have completed the legal education courses required by Government Code Section 6402.2., register no earlier than 60 days prior to your current registration expiration or if there is no lapse of three years or more in the period of registration. No exceptions and no renewals by mail.
1. Completely fill in all business and personal information requested in Part A. Application must be legible.

2. Check each applicable box in Parts B through E and provide requested information for each checked box.

3. Attach legible copies of all documents requested for each checked box.

4. If the registration contains a dba, a copy of your current Fictitious Business Name Statement (FBN) statement must be presented.

5. A corporate officer (defined in signature section) or general partner listed in Part A must sign the completed application under penalty of perjury.

6. A corporate officer or a general partner listed in Part A, or a designated third party must register in person. Photos are not required.

7. Check for current registration fees on our website at www.sfgov.org/countyclerk or check fees on current application form.

8. If this is a primary registration, you must submit an original bond covering the number of employees in the following amounts for the two-year registration period:
   - 1 – 4 employees = $25,000 bond;
   - 5 – 9 employees = $50,000 bond;
   - 10+ employees = $100,000 bond

   IMPORTANT: The name on the bond must match the name indicated on the registration form. The bond must be in favor of the State of California AND include the name of the county where the bond will be filed (primary county).

9. If this is a secondary registration, you must submit one of the following:
   - 1 – 4 employees = $25,000 original bond covering the two-year registration period, certified copy of the $25,000 original bond, or certified copy of posting $25,000 cash deposit with the primary county;
   - 5 – 9 employees = $50,000 original bond covering the two-year registration period, certified copy of the $50,000 original bond, or certified copy of posting $50,000 cash deposit with the primary county;
   - 10+ employees = $100,000 original bond covering the two-year registration period, certified copy of the $100,000 original bond, or certified copy of posting $100,000 cash deposit with the primary county

   IMPORTANT: The name on the bond must match the name indicated on the registration form. The bond must be in favor of the State of California AND include the name of the county where the bond was filed (primary county).

10. If a partnership or corporation increases the number of employees above the number stated in its application, the partnership or corporation is required to promptly file a new registration and bond for the actual number of employees, and pay all required fees.

11. For renewal and retain your current registration number, you must have completed the legal education courses required by Government Code Section 6402.2., register no earlier than 60 days prior to your current registration expiration or if there is no lapse of three years or more in the period of registration. No exceptions and no renewals by mail.