

MARK A. LUNN
Ventura County Clerk and Recorder
800 S. Victoria Ave Ventura CA 93009-1260
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(805) 654-2263

The space below is for use by the County Clerk

Registration Number: _____

**CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER
INDIVIDUAL**
(Section 22450-22463, Business & Professions Code)

1. Registration in the County of Ventura (§22450) is proper because my:

- Residence is located in Ventura County.
- Principal place of business is located in Ventura County.
- A branch office is maintained in Ventura County.

2. The undersigned individual declares (§22452(a)(1)):

Name: _____ **Age:** _____ **Phone #:** _____

Address: _____
Street City State Zip Code

3. I meet the qualifications set forth in Business and Professions Code §22452 and §22454:

- I have not been convicted of a felony.
- I hold a current commission as a notary public in the State of California; or,
- I do not hold a current commission as a notary public in the State of California. The name of the person involved in the management of the professional photocopier that holds a commission is:

Name of Notary: _____
(Attach written confirmation from the notary authorizing the use of their commission).

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.

I will perform my duty as a professional photocopier in compliance with the provision of law governing the transmittal of confidential documentary information in this State. I certify that the foregoing information is true and correct.

Signature: _____ **Date:** _____

For Clerk's Use ONLY:

ID Checked: Driver's License Identification Card Passport Other _____

REGISTRATION EFFECTIVE DATE: _____ **EXPIRATION DATE:** _____

HOW TO REGISTER AS A PROFESSIONAL PHOTOCOPIER INDIVIDUAL

- Purchase a \$5,000 Bond from a bonding company that covers the 2-year registration
- Complete the Certificate of Registration.
- Appear in person at the County Clerk and Recorder's office with picture identification and the documentation required.

■ **Filing fees:**

Filing registration	\$175.00
Filing bond	7.00
Certificate of attorney-in-fact	5.00
Total filing fees	\$187.00
Recording bond, first page	14.00
Total Fee	\$201.00

Additional fees:

Recording bond, each additional page	3.00
Each additional ID card	10.00

BUSINESS & PROFESSIONS CODE EXCERPTS

§ 22450: A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced. 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 principle place of business, and in which he or she maintains a branch office.

§ 22454.1: Notwithstanding Section 24453, any person registered pursuant to Chapter 16 (commencing with Section 22350) shall pay a fee of one hundred dollars (\$100) instead of the one hundred seventy-five dollars (\$175) otherwise required by Section 22453.

§ 22452(d): A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation in the minimum amount of two thousand five hundred dollars (\$2,500) and the maximum amount of twenty-five thousand dollars (\$25,000). An action for a civil penalty under this provision may be brought by any public prosecutor in the name of the people of the State of California and the penalty imposed shall be enforceable as a civil judgment.

§ 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.

§ 22455: A certificate of registration shall be accompanied by a bond of five thousand dollars (\$5000) 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.

Code of Civil Procedure § 995.440: A bond given as a condition of a license or permit shall be continuous in form, remain in full force and effect, and run concurrently with the license or permit period and any and all renewals, or until cancellation or withdrawal of the surety from the bond.

§ 22356: 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 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.