



# COUNTY OF SACRAMENTO

## CERTIFICATE OF REGISTRATION PROFESSIONAL PHOTOCOPIER (CORPORATION / PARTNERSHIP)

(California Business and Professions Code §§22450-22463)

This space for County Clerk use only.

**Filing Fees:**

Filing registration: \$ 55.00  
 Filing bond: \$ 10.00  
 Each additional ID card: \$ 37.00

**Additional Fees:**

Record bond, first page \$ 20.00  
 Record bond, each additional page \$ 3.00

**THIS SECTION FOR OFFICE USE ONLY**

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Registration Number	Expiration Date	Bond Effective Date	Bond Termination Date	Identification

The undersigned declares that \_\_\_\_\_ is a:  
 (Name of corporation or partnership)

Corporation                  Partnership

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

Said corporation or partnership will perform its duties as a professional photocopier in compliance with the provisions 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. If the notary commission is held by someone other than the applicant, written confirmation from the notary, authorizing the use of the commission for this registration is required to be submitted.

Name of Notary Public	Commission No.	Expiration Date	County where bond is filed
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The name, age, address, and telephone number of each corporate officer or general partner are:

Name and Title	Age	Complete Physical Business Address	Phone Number

**Each of the undersigned certifies that the foregoing information is true and correct except for the personal information contained herein; and as to that personal information, each certifies that information is true and correct only to the extent that it applies to him/her.**

_____ Signature	_____ Name and Title	_____ Date	_____ Place of Execution (City and State)
_____ Signature	_____ Name and Title	_____ Date	_____ Place of Execution (City and State)
_____ Signature	_____ Name and Title	_____ Date	_____ Place of Execution (City and State)
_____ Signature	_____ Name and Title	_____ Date	_____ Place of Execution (City and State)

**COUNTY OF SACRAMENTO**  
**CERTIFICATE OF REGISTRATION PROFESSIONAL PHOTOCOPIER (CORPORATION / PARTNERSHIP) – Page 2 of 4**

(California Business and Professions Code §§22450-22463)

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 **\$55.00** to the County Clerk at the time he/she files a Certificate of Registration.

**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. If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for the registration is required.

**NEED FOR BOND - §22455:**

1. A certificate of Registration shall be accompanied by a bond of **\$5,000.00** 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 \$5,000.00. 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 \$5,000.00 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 judge of a Municipal or Superior Court 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 and pay the fee required by §22453. A new bond will be required. 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 **\$37.00** 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.



**Professional Photocopier Employee  
 Application for Identification Card**

**EMPLOYER SECTION**

Pursuant to Business and Professions Code §22457, please issue an employee ID card to the employee named below.

Name of Registered Professional Photocopier	Registration Number	Name of Employee
Signature of Registered Professional Photocopier	Date	Place of Execution (City and State)

**EMPLOYEE SECTION**

Name of Employee
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I am an employee of the above-named registered Professional Photocopier and will perform my duties in compliance with the provisions of the law governing the registration in this state.

Signature of Employee	Date	Place of Execution (City and State)
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