

# Humboldt County Recorder/Clerk

## Registering As a Professional Photocopier

(Business & Professions Code Sections 22450-2463)

Definition:

A professional photocopier is any person who, for compensation obtains or reproduces documents authorized to be produced under law, and who, while engaged in performing that activity, has access to the information contained therein.

Place of Filing:

A professional photocopier must be registered with the county clerk of the county in which he or she resides or has his or her principal place of business, and in which he or she maintains a branch office.

Disqualifications:

Any person who has been convicted of a felony offense is disqualified. Please refer to B & P Code Section 22452.

Registration:

1. Registration Form must be completed and signed under penalty of perjury by individual registrant, all corporate officers or general partners.
2. Bond-A \$5,000 Bond in favor of the County of Humboldt or cash deposit (cash deposit to be retained for three years following expiration of registration) is required in order to register as a professional photocopier. Registrant must contact an insurance or surety company in order to obtain a bond in favor of Humboldt County, State of California. The bond must be valid for the two-year term of the registration and show a starting and ending date (do not confuse a surety bond with an errors and omissions policy).
3. Notary – 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. Proof of current commission is required at the time of filing. 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.
4. Proof of Identification – Valid, government issued , photo identification.
5. Fees:

Professional Photocopier filing	\$175.00
Filing Bond	\$ 7.00
Recording Fee	\$13.00/\$3.00.