



**PETER ALDANA  
COUNTY OF RIVERSIDE  
ASSESSOR-COUNTY CLERK-RECORDER**

**County Clerk**  
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**DEFINITION OF A PROFESSIONAL PHOTOCOPIER  
(Section 22450 Business & Professions Code)**

A professional photocopier is any person who, for compensation, obtains or reproduces documents authorized to be produced and 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 or she has his/her principal place of business, and in which he/she maintains a branch office.

Section 22451

This Chapter does not apply to any of the following:

- (a) Any government employee who is acting in the course of his/her employment.
- (b) A member of the State Bar or his/her employees, agents, or independent contractors.
- (c) Any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute these records.
- (d) An employee or agent of a person who is registered under this Chapter.
- (e) Any custodian of records who make his/her own copies.
- (f) Any certified shorthand reporter, official court reporter, or steno-type operator who makes his/her own copies.
- (g) Any person licensed under Chapter 11.5 (commencing with Section 7512) of Division 3 of the Business and Professions Code or his/her employees.
- (h) The office of Secretary of State.

FILING FEE - Section 22453

An applicant shall pay a fee of one hundred ninety-seven dollars (**\$196.00**) to the County Clerk at the time he/she files a Certificate of Registration. (\$175.00 Application fee - Section 22453.1 Business & Professions Code; \$7.00 Bond filing fee - Section 22455(a)(2) Business & Professions Code; \$14.00 Recording fee - 27367 Government Code).

Section 22453.1 - Notwithstanding Section 22453, any person registered pursuant to Business and Professions Code 22350 (process server) shall pay one hundred twenty-two dollars (**\$121.00**) instead of the one hundred ninety-seven dollars (**\$196.00**). (If currently registered as process server)

#### NOTARY PUBLIC - 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. Written confirmation from the notary public authorizing the use of their commission for purposes of this registration is required.

#### NEED FOR FILING BOND - Section 22455

A Certificate of Registration shall be accompanied by a bond of five thousand DOLLARS (\$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 five thousand dollars (\$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.

If the Certificate is revoked, the bond shall be returned to the bonding party subject to the provisions of Subdivision (d) and the right of a person to recover against the bond under Section 22459.

#### TERM OF REGISTRATION - Section 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 Section 22453. (New bond will be required) (Certificate of Registration may be revoked under the provisions of Section 22460 and 22460.5 Business and Professions Code).

#### IDENTIFICATION CARD - Section 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 ten dollars (\$10.00) for each card. Upon renewal of registration, the same number shall be assigned, provided there is no lapse in the period of registration.

Each registrant will be required to submit a photograph of him/herself along with the application. The photograph will be taken from the front and should be 1 ¼" x 1 ¼" (standard ID card picture).

#### RESPONSIBILITIES - Section 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.