Process Server Checklist

Please use the following checklist to ensure you have the needed items to register as a process server with the County of Tuolumne County Clerk's office:

❑ **Proof of Live Scan Check**

Prior to coming to the County Clerk's office to file, you must submit your fingerprints for a Live Scan check to the Department of Justice and the Federal Bureau of Investigation in order to verify you have not been convicted of a felony, or you have received a certificate of rehabilitation, expungement, or pardon.

The "Request for Live Scan Service" may be provided by our office or found on our website here.

When filing with the County Clerk's office, you may provide your copy of the "Request for Live Scan Service" application, signed by a Live Scan Operator, as proof you have performed the check. We **do not** need to receive the results of the check prior to filing.

❑ **Process Server Bond for $2000**

As an alternative to the bond, the registrant may deposit with the clerk, cash, or a money order in the amount of $2,000.

❑ **Photo Identification**

Any form of government issued identification which shows your name, date of birth, photo, and a future expiration date.

❑ **Certificate of Registration**

This document may be provided by our office or found on our website for individuals or for businesses.

❑ **Two 1"x 1" Photos**

This can be obtained at any location providing passport photo services.

❑ **Filing Fees**

The list of filing fees can be found here.

⚠ In addition, you will need an additional fee to record the bond with the County Recorder's Office

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