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.