



Rebecca Martinez, County Clerk-Recorder and Registrar of Voters

Process Server Registration Application Instructions

To complete the registration process, you must do the following:

1. Complete and sign the registration form.
2. Obtain a bond in the amount of \$2,000 as required under Business & Professions Code 22353(c). Your registration will expire 2 years from date of your filing or the date of expiration of your bond, whichever occurs first.
3. Applicant must have a background check performed via LiveScan. In Madera County, the Sheriff's office will provide this service:
Madera County Sheriff
2725 Falcon Drive
Madera CA 93637
(559) 675-7770
4. **Effective 01/01/2020, photos will be taken at the County Clerk's office at the time of filing.**
5. Provide valid photo identification
6. Provide payment of all fees**:
 - a. Clerk fees: \$107.00
 - b. Recording fees: \$14.00 for the first page and \$3.00 for each additional page of bond (may require additional cover page)
 - c. Additional ID card: \$10.00 each
7. Personally bring all of the above to the Madera County Clerk-Recorder's Office located at 200 W. 4th Street, Madera CA 93637. **Registration forms are accepted Monday-Friday, from 8:00 a.m. to 3:30 p.m.**

**Acceptable forms of payment include cash (\$100.00 bills will not be accepted), check, debit or credit cards. Debit and credit transactions will be charged an additional convenience fee. Please make checks payable to MADERA COUNTY CLERK-RECORDER.

