



# OKLAHOMA ABSTRACTORS BOARD

## *APPLICATION CHECKLIST*

### Renewal of Certificate of Authority

**NOTICE:** Applicants are advised to carefully read and understand the Oklahoma Abstractors Act, Title 1 of the Oklahoma Statutes, and the Oklahoma Administrative Code: Rules and Regulations Governing the Oklahoma Abstractors Board, Title 5.

**WARNING:** False statements on your application or accompanying documents, and/or non-compliance with the above rules, regulations and/or statutes are cause for revocation of Certificate of Authority and/or fines and penalties under the Rules.

In order to process your application, every item on this checklist must be included and completed. **WARNING:** Failure to comply with all requirements listed below could result in a delay of your renewal and/or a comprehensive on-site plant inspection.

- ( ) **Completed Application.** Did you complete every question on the application form?
- ( ) **Signed and Notarized.** Is your application appropriately signed and notarized?
- ( ) **Application Fee.** Did you enclose the proper fee amount for your Application for Renewal of Certificate of Authority?
- ( ) **OAB Rule 5:11-3-4. Application fees for permits, certificates of authority, and renewals**  
For the calendar year 2009, and for the following calendar years, a separate application and fee shall be submitted for each certificate of authority and permit, or renewal thereof, for each county in which the applicant desires to do business. . **The 2000 census for county population is now being used.** Please check the back page of this application for the current population count. The fee shall be as follows:
  - (1) County Population of less than 10,000 - \$400.00
  - (2) County Population of 10,000 but less than 30,000 - \$800.00
  - (3) County Population of 30,000 but less than 60,000 - \$1,200.00
  - (4) County Population of 60,000 but less than 100,000 - \$1,600.00
  - (5) County Population of 100,000 but less than 200,000 - \$2,400.00
  - (6) County Population of 200,000 or more - \$3,200.00
- ( ) **Proper Signature(s) and Payee.** Is your check properly signed? Is the payee shown as "Oklahoma Abstractors Board?"
- ( ) **Abstracting Fee Schedule.** Complete either the page based fee schedule or time based fee schedule included in this packet. If proposed, does it show an effective date of at least 30 days beyond the date you expect our office to receive your application?
- ( ) **Company Principles List.** Did you include a list of all major (at least 10%) owners, stockholders, corporate officers and directors? If not incorporated, you must provide the names of all company owners, officers and/or partners. The list must include home addresses and phone numbers, birth dates, social security numbers, and race and gender of each person listed. This is required so that we will have the ability to conduct an OSBI background check, if needed.

- ( ) **Surety Bond.** If your Surety Bond has been renewed since your last Application for Renewal of Certificate of Authority and we have already processed it and sent it to your County Clerk, we need only a copy from your file. If you were recently issued a new county records bond or continuation certificate, you must enclose the ORIGINAL bond or continuation certificate that you received, so that we can process it and send a certified copy to your County Clerk and to you.
- ( ) **Errors and Omissions Insurance.** Did you include a copy of the Declaration Page from your Errors and Omissions Insurance Policy?
- ( ) **Uniform Abstract Certificate.** Does your Uniform Abstract Certificate comply with the prescribed format, and did you enclose a copy of it with this application?
- ( ) **OESC Quarterly Report.** Did you enclose a copy of your most recent Oklahoma Employment Security Commission Quarterly Employee Contribution Report? You may mask out payroll amounts – you are only required to show the listing of all company employees and the last four numbers of their Social Security number.
- ( ) **Abstractor License Compliance.** Did you include the job title and brief description for each employee on the OESC report? For those who are not licensed, and should be, did you supply their date of hire and when you anticipate scheduling a test? Note: The Rules and Regulations of the Oklahoma Abstractors Board provides:
- ( ) **OAB Rule5:11-3-1. Who must hold abstract license**
  - (a) A holder of a certificate of authority or permit who is an individual actively engaged in the process of preparing abstracts, shall be required to have an individual abstract license.
  - (b) The holder of a certificate of authority or permit shall provide the Board with a list of the names of licensed and unlicensed employees in such form as directed by the Board.
- ( ) **Licensee Employment Changes.** You are required to provide notice of change of any licensee's employment (both new hires and terminations) within 10 days of such event. If you failed to do so any time of the previous year, please take this opportunity to inform us of any changes in employment status for any of your licensees that have taken place in the last 12 months.
- ( ) **Completed Verification of U.S. Citizenship.** If Certificate Holder is an individual, this is a new form required by 71 O.S. Section 56 entitled the Oklahoma Taxpayer and Citizen Protection Act of 2007. Please choose Option 1 or 2 as applicable, date, execute, and have your signature notarized.



## OKLAHOMA ABSTRACTORS BOARD

2401 N.W. 23<sup>rd</sup> Street, Suite 60B  
P.O. Box 700076  
Oklahoma City, OK 73107  
Phone: (405) 522-5019  
Fax: (405) 522-5503

### APPLICATION FOR RENEWAL OF CERTIFICATE OF AUTHORITY

*All information submitted will be a matter of public record.  
Please return completed form, fee and required documentation to address above.*

All questions must be answered completely. Send Application Fee and county records bond with this application. Make check payable to **Oklahoma Abstractors Board**. You must have a county records bond in each county that you are doing business.

In addition to the bond required, any person, firm, corporation, or other entity not engaged in business of abstracting on January 1, 1984, shall have for use in such business an independent set of abstract books or other system of indexes. These books or indexes must be compiled from the instruments of record affecting real estate in the office of the county clerk or the court clerk of said county where business is being conducted, but not copied from the indexes in said county office. These books or indexes shall show all instruments affecting title to real property on file or of record in the office of the county clerk and court clerk

All persons, firms, corporations, or other entities engaging in the business of abstracting shall have available for use an abstract plant and maintain same in "a current condition". To maintain "a current condition" is to have all documents or instruments indexed that are filed in said county, except those filed within the preceding fifteen (15) days. Failure to maintain "a current condition" will be grounds for revocation of the Certificate of Authority.

If your Certificate of Authority is allowed to lapse beyond renewal date, applicant is required to apply for a new Certificate of Authority.

In compliance with the Oklahoma Abstractors Act, I hereby make application to renew my existing Certificate of Authority and make the following statements under oath:

1. **Firm or Corporation Name** \_\_\_\_\_

Business Street Address \_\_\_\_\_  
Street City State Zip

Mailing Address \_\_\_\_\_  
Street / P.O. Box City State Zip

E-mail Address \_\_\_\_\_ Company Website \_\_\_\_\_

Business Telephone (\_\_\_\_\_) \_\_\_\_\_ Business Fax (\_\_\_\_\_) \_\_\_\_\_

Certificate of Authority License Number \_\_\_\_\_ Company TIN (if entity) or SSN (if individual): \_\_\_\_\_

NOTE: IF CORPORATION, LIST NAMES AND ADDRESSES OF OFFICERS, PRINCIPAL STOCKHOLDERS AND DIRECTORS. IF PARTNERSHIP, LIST NAMES AND ADDRESSES OF ALL PARTNERS. (Attach as Exhibit)

2. Owner / Officer Name \_\_\_\_\_

Residence Address \_\_\_\_\_ Residence Phone (\_\_\_\_) \_\_\_\_\_  
Street City / State / Zip

3. State in which you are an actual resident or company is domesticated \_\_\_\_\_

4. County in which you applied for a Certificate of Authority: \_\_\_\_\_

5. Population of said county: \_\_\_\_\_

6. Do you have Errors and Omissions Insurance?  Yes  No

If so, what is the name of the company? \_\_\_\_\_

Policy No. \_\_\_\_\_ Amount of Insurance \_\_\_\_\_

Amount of Deductible \_\_\_\_\_ **Attach copy of E&O Insurance Declaration Page**

7. What county or counties have you held a Certificate of Authority? \_\_\_\_\_

How many years? \_\_\_\_\_ Was Certificate ever revoked?  Yes  No If so, when? \_\_\_\_\_

8. Enclose a copy of your *Abstract Fees Schedule* NOTE: The abstracting and title services fee schedules submitted with this application cannot be changed unless the Board has been notified of said change.

9. Does your abstract company currently use the Uniform Abstract Certificate Form approved by the Board?

Yes  No. *Please enclose a copy of your Uniform Abstract Certificate Form.*

10. Have you or any principal been convicted of or pleaded guilty or nolo contendere to a felony or crime of moral turpitude in this state, another state, or a federal court, or are any charges pending?

Yes  No. If answer is Yes, give complete details: \_\_\_\_\_

11. Are there any unpaid court judgments or liens against you at this time?  Yes  No If so, give location of court, case numbers, dates and amounts \_\_\_\_\_

12. Have you ever filed a Petition for Voluntary Bankruptcy?  Yes  No Has an Involuntary Petition for Bankruptcy ever been filed against you?  Yes  No If yes to either question, please give details \_\_\_\_\_

13. Is your county records bond current?  Yes  No *Attach Copy of Bond*

Name of Bonding Company: \_\_\_\_\_

Amount of Bond: \_\_\_\_\_ Expiration of Bond: \_\_\_\_\_

14. Has there been any significant changes in the operation or ownership of your abstract company since the previous Certificate of Authority was issued?  Yes  No If yes, please explain in detail: \_\_\_\_\_

I have carefully read the Oklahoma Abstractors Law, as amended, governing said abstractors. I agree that I will conform to the law and regulations. I certify that all answers given in this application are factual and true to the best of my knowledge and belief.

\_\_\_\_\_  
Owner or Managing Officer/Partner Signature Title Date

STATE OF OKLAHOMA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**NOTE: FALSE STATEMENT IN THIS APPLICATION IS CAUSE FOR REVOCATION OF LICENSE**

***To be used by Oklahoma Abstractors Board only***

- 1. Proper Bond  Yes  No
- 2. Proper E&O  Yes  No
- 3. Proper Application Fee  Yes  No
- 4. Proper Certificate Form  Yes  No
- 5. Schedule of Abstractors Fees  Yes  No

Remarks and questions: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



## SCHEDULE OF CERTIFICATE HOLDERS, OWNERS AND OFFICERS

Company Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Corporation – Type: \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship  
 \_\_\_\_\_ Limited Liability Company

Agent for Service of Process: \_\_\_\_\_

Address of Agent where service is accepted: \_\_\_\_\_

Name(s) of Company Owner(s): Add separate sheet if more room is needed

Name	Date of Birth	Race	Gender	Social Security	Address	Telephone No.

Name(s) of Stockholders: Add separate sheet if more room is needed

Name	Date of Birth	Race	Gender	Social Security	Address	Telephone No.

Name(s) of Officer(s): Add separate sheet if more room is needed

Name	Date of Birth	Race	Gender	Social Security	Address	Telephone No.

Name(s) of Directors: Add separate sheet if more room is needed

Name	Date of Birth	Race	Gender	Social Security	Address	Telephone No.

## 2000 Census: Population by County in Oklahoma

County	2000 Census Population	County	2000 Census Population
Adair	21,038	LeFlore	48,109
Alfalfa	6,105	Lincoln	32,080
Atoka	13,879	Logan	33,924
Beaver	5,857	Love	8,831
Beckham	19,799	McClain	27,740
Blaine	11,976	McCurtain	34,402
Bryan	36,534	McIntosh	19,456
Caddo	30,150	Major	7,545
Canadian	87,697	Marshall	13,184
Carter	45,621	Mayes	38,369
Cherokee	42,521	Murray	12,623
Choctaw	15,342	Muskogee	69,451
Cimarron	3,148	Noble	11,411
Cleveland	208,016	Nowata	10,569
Coal	6,031	Okfuskee	11,814
Comanche	114,996	Oklahoma	660,448
Cotton	6,614	Okmulgee	39,685
Craig	14,950	Osage	44,437
Creek	67,367	Ottawa	33,194
Custer	26,142	Pawnee	16,612
Delaware	37,077	Payne	68,190
Dewey	4,743	Pittsburg	43,953
Ellis	4,075	Pontotoc	35,143
Garfield	57,813	Pottawatomie	65,521
Garvin	27,210	Pushmataha	11,667
Grady	45,516	Roger Mills	3,436
Grant	5,144	Rogers	70,641
Greer	6,061	Seminole	24,894
Harmon	3,283	Sequoyah	38,972
Harper	3,562	Stephens	43,182
Haskell	11,792	Texas	20,107
Hughes	14,154	Tillman	9,287
Jackson	28,439	Tulsa	563,299
Jefferson	6,818	Wagoner	57,491
Johnston	10,513	Washington	48,996
Kay	48,080	Washita	11,508
Kingfisher	13,926	Woods	9,089
Kiowa	10,227	Woodward	18,486
Latimer	10,692		