



## OKLAHOMA ABSTRACTORS BOARD

### *APPLICATION CHECKLIST* Renewal of Abstractors License

**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 Abstractors License 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 application.

- ( ) **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 Abstractors License?
- ( ) **Proper Signature and Payee** Is your check properly signed? Is the payee shown as “Oklahoma Abstractors Board?”
- ( ) **Completed Verification of U.S. Citizenship.** 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.



7. Have you 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 \_\_\_\_\_

8. Has there been a change in your employment since your last Abstract License was renewed? Yes \_\_\_ No \_\_\_. If answer is yes, give complete details. \_\_\_\_\_

9. If you are NOT a resident of the State of Oklahoma, do you give written consent, by signing this application below, that actions, suits at law and administrative proceedings may be commenced against you in any county in this state where any cause of action may arise or be claimed to have risen out of any actions occurring as a result of alleged activities under the Act? YES NO

10. If you are NOT a resident of the State of Oklahoma, you must hereby appoint a service agent in the State of Oklahoma to receive service of summons or notice of hearing. Please list below: \_\_\_\_\_

I have carefully read the Oklahoma Abstractors Act, 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.

Date: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_  
Employer (Name and Title)

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 Application Fee [ ] Yes [ ] No
- 2. Employer Check [ ] Yes [ ] No
- 3. OSBI / OTC Background Check [ ] Yes [ ] No
- 4. License Issued \_\_\_\_\_ License Expiration \_\_\_\_\_ License Number \_\_\_\_\_
- 5. Employment changed to \_\_\_\_\_

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

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

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Abstractors Board are required, by the provisions of 56 O.S. Supp. 2007 §71, to provide the Oklahoma Abstractors Board with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Oklahoma Abstractors Board's licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

*(Please fill out Option 1 or Option 2)*

**Option 1 – Verification of Citizenship**

Affidavit of \_\_\_\_\_  
[Applicant's Name]

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

\_\_\_\_\_, of lawful age, being first duly sworn, upon his or her oath states, under penalty of perjury, as follows:

I am a United States Citizen.

\_\_\_\_\_  
[Signature of Applicant]

Subscribed and sworn to or affirmed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by  
\_\_\_\_\_.

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

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

[Seal]

**Option 2 – Affidavit Verifying Qualified Alien Status**

Affidavit of \_\_\_\_\_  
[Applicant's Name]

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

\_\_\_\_\_, of lawful age, being first duly sworn, upon his or her oath states, under penalty of perjury, as follows:

I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States.

\_\_\_\_\_  
[Signature of Applicant]

Subscribed and sworn to or affirmed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by  
\_\_\_\_\_.

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

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

[Seal]