



# OKLAHOMA ABSTRACTORS BOARD

## APPLICATION CHECKLIST

### Application for Renewal of Permit to Develop an Abstract Plant

**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 your Permit 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 Permit?
- ( ) **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 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?"
- ( ) **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 all company owners, officers and/or partners. The list must include home addresses and phone numbers, birth dates, social security numbers, 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.** A County Records Bond, based on the population of your county, must be provided pursuant to Title 1, Section 27(C).
  - (1) County Population of less than 30,000 - \$15,000.00
  - (2) County Population of 30,000 but less than 60,000 - \$25,000.00
  - (3) County Population of 60,000 but less than 100,000 - \$50,000.00
  - (4) County Population of 100,000 or more - \$100,000.00

You may obtain a bond form from the OAB that prescribes all of the required language. If you wish to use a different bond form, our office must approve same in advance.

- ( ) **Abstractor License Compliance.** The Rules and Regulations of the Oklahoma Abstractors Board provide:
- ( ) **OAB Rule 5:11-3-1. 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.
- ( ) **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.
- ( ) **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 take place in the last 12 months.



## OKLAHOMA ABSTRACTORS BOARD

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P.O. Box 700076  
Oklahoma City, OK 73107  
Phone: (405) 522-5019  
Fax: (405) 522-5503

### APPLICATION FOR RENEWAL OF PERMIT TO DEVELOP ABSTRACT PLANT

*All information submitted will be a matter of public record.*

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.

All permits expire annually. A permit holder who has not completed development of an abstract plant at any time the permit expires may apply for renewal of the permit. Applications for renewal must be made thirty (30) days prior to the scheduled expiration of the original permit and shall be accompanied by the renewal fee. Permit holder shall comply with provisions of the Oklahoma Abstractors Act to obtain a certificate of authority after completion of the abstract plant.

The undersigned applicant understands that the permit requested herein is only for the county set forth below and the permit holder is totally responsible to make his own arrangements with the applicable county officials to photocopy, reproduce, or copy the instruments and records in the various county offices so as not to distract, disrupt, or interfere with the daily operation of that county office.

In compliance with the Oklahoma Abstractors Act, I hereby make application for Permit and make the following statements under oath:

**1. Legal Name of Business** \_\_\_\_\_

Type of Business: \_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Other \_\_\_\_\_

Business Street Address \_\_\_\_\_

Street City State Zip

Mailing Address \_\_\_\_\_

Street City State Zip

E-mail Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Company TIN (if entity) or SSN (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(s) Name \_\_\_\_\_

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

3. Mailing address, if different: \_\_\_\_\_  
Street City State Zip

4. State in which you are an actual resident: \_\_\_\_\_

5. County in which you applied for Permit: \_\_\_\_\_

6. Population of said county: \_\_\_\_\_ (From last federal census)

7. What county or counties have you held a Permit: \_\_\_\_\_

How many years? \_\_\_\_\_ Was Certificate ever revoked? \_\_\_\_\_ If so, when? \_\_\_\_\_

8. 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:

\_\_\_\_\_

9. Are there any unpaid court judgments or liens against you at this time? If so, give location of court, case numbers, dates and amounts: \_\_\_\_\_

\_\_\_\_\_

10. Have you ever filed a Petition for Voluntary Bankruptcy, or has an Involuntary Petition for Bankruptcy ever been filed against you? \_\_\_ Yes \_\_\_ No If so, please give details:

\_\_\_\_\_

\_\_\_\_\_

11. Names and addresses of licensed abstractors in your employ that will be assisting in building this abstract plant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. List names, addresses and phone numbers of three references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. List bank references – Name of financial institution, bank office, address and phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

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

\_\_\_\_\_  
Applicant (Signature and Title)

\_\_\_\_\_  
Printed Name

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***

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To be used by Oklahoma Abstractors Board only

- 1. Proper Bond [ ] Yes [ ] No
- 2. Proper Application Fee [ ] Yes [ ] No
- 3. Principles [ ] Yes [ ] No
- 4. OESC Quarterly Report [ ] Yes [ ] No
- 5. Licensee Compliance Report [ ] Yes [ ] No
- 6. Is applicant substantially compliance with checklist for building a plant? [ ] 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.

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**

**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]

## 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		