



OKLAHOMA ABSTRACTORS BOARD

APPLICATION CHECKLIST

Abstractors License (New)

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?
- () **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.
- () **Signed and Notarized.** Is your application appropriately signed and notarized?
- () **Application Fee.** Did you enclose the proper fee amount for your Application for License. The fee includes your Abstractors Test Fee.
- () **Proper Signature(s) and Payee** Is your check properly signed? Is the payee shown as “Oklahoma Abstractors Board?”
- () **Completed Verification of U.S. Citizenship.** This is a 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. 23rd Street, Suite 60B

P.O. Box 700076

Oklahoma City, OK 73107

Phone: (405) 522-5019

Fax: (405) 522-5503

APPLICATION FOR ABSTRACT LICENSE (NEW)

All information submitted will be a matter of public record.

All questions must be answered completely. Send Application Fee of \$150.00 with this application. Make check payable to **Oklahoma Abstractors Board**. License will be valid for one (1) year from date of approval. Return completed form and fee to the address above.

You must pass the Abstractor License Test to obtain a license. If licensee leaves the employ of this certificate holder or permit holder, or changes employment to another holder of a certificate of authority or permit, (s)he shall so inform the Oklahoma Abstractors Board in writing within 10 days of the action.

In compliance with the Oklahoma Abstractors Act, I hereby make an application for a new Abstract License and make the following statements under oath:

1. Full Legal Name _____
First Middle (no initial) Last (maiden name / other)

2. Residence address: _____
(No P.O. Box) Street City State Zip

Mailing address, if different: _____
Street City State Zip

3. Must be 18 years of age or older.

Date of Birth: _____ Social Security Number: _____

E-mail _____ Phone Number (____) _____ Cell Number (____) _____

4. Employer (Abstract Company) _____

Business Address _____
Street City State Zip

Business Telephone (____) _____ Length of Employment _____

5. Are you a United States Citizen? [] Yes [] No If no, Country of citizenship: _____

6. City / County in which you are an actual resident: _____

7. County / Counties in which you are applying for an Abstract License: _____

Address / Addresses where you will be working: _____

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, a federal court, or are any charges pending? Yes ___ No ___

If answer is Yes, give complete details _____

9. Submit names, addresses and telephone numbers of three references:

10. List names and addresses of abstract companies where previously employed.

_____ from _____ to _____
_____ from _____ to _____
_____ from _____ to _____

11. 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

12. 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 further give consent to the completion of a background check by the Oklahoma State Bureau of Investigation and the Oklahoma Tax Commission, as required by law. 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

Date Test Taken and Score: Test 1 _____ Test 2 _____ Test 3 _____

1. Proper Application Fee [] Yes [] No 2. Reference Check [] Yes [] No
3. Employer Check [] Yes [] No 4. OSBI / OTC Check [] Yes [] No

3. License Issued _____ License Expires _____ License Number _____

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]