



OKLAHOMA ABSTRACTORS BOARD

APPLICATION CHECKLIST

Application for Transfer of Ownership of a Holder of a Certificate of Authority for Abstract Company

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.

WARNING: In order to process your application, every item on this checklist must be included and completed. 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? Put "N/A" if the question does not apply.
- Evidence of Transfer.** Legal document showing conveyance of ownership such as a bill of sale or contract of sale.
- Signed and Notarized.** Is your application appropriately signed and notarized?
- Affidavit of Due Diligence.** The Rules of the Oklahoma Abstractors Board requires an Affidavit as to due diligence efforts made to determine that the abstract plant acquired meeting all the requirements of the Act.
- 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 15 days beyond the date you expect our office to receive your application? (NOTE: If you are planning to propose a new fee schedule, but are not submitting it with your Transfer Application, just send the currently approved fee schedule.
- 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. If you are incorporated, you must provide the name of an agent for service in the State of Oklahoma.
- Surety Bond.** You must enclose the ORIGINAL Bond so that we can process it and send a certified copy to your County Clerk as well as a copy back to you. The amount of the Records Bond is in relation to the population of your county and can be found in Title 1, Section 27(C).
- 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.** If you are retaining employees in your new company, did you enclose a copy of the 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.

() **Certificate of Good Standing.** If a corporation, a Certificate of Good Standing from the Oklahoma Secretary of State and a stamped copy of the Change of Designated Corporate Agent form must be included.

() **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:

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.

() **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.

() **Completed Verification of U.S. Citizenship.** If Applicant 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. 23rd Street, Suite 60B

P.O. Box 700076

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Phone: (405) 522-5019

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Application for Transfer of Ownership of a Holder of a Certificate of Authority for Abstract Company

All questions must be answered completely. Attach additional changes wherever necessary.

1. Name of individual making application:

2. Are you an owner, partner, stockholder, officer or director of the newly acquired company? _____

a. Authority for making application: _____

b. Business Address: _____

c. Business Telephone: _____ Residence Telephone: _____

d. Residence Mailing Address: _____

e. E-mail Address: _____

3. Please indicate the state in which new principal owner(s) is (are) actual resident(s): _____

Note: If principal stockholder is not a legal resident of Oklahoma, you must attach a written consent that actions, suits at law and administrative proceedings may be commenced against the owner within this state. Also, designate in the space provided below, name, address and telephone number of appointed agent in this state to receive service of summons and notice of hearings:

4. Name of entity (prior to ownership change) that holds the Certificate of Authority:

a. Have you made (or are you planning to make) any changes to the name? _____

b. If so, name of new entity: _____

5. Legal form of business of entity that holds the Certificate prior to ownership change: (sole proprietor, partnership, corporation): _____

- a. Have you made (or are you planning to make) any changes to the form of business? _____
- b. If so, proposed legal form of new entity: _____

6. County in which subject abstract company holds Certificate of Authority: _____

7. Population of said county (from last federal census): _____

8. Prior to ownership change, did the entity utilize E&O Insurance or E&O Bond? _____

- a. If insurance, name of carrier: _____
- b. Policy number: _____
- c. Will the new ownership utilize E&O insurance or an E&O Bond? _____
- d. If insurance, name of carrier: _____
- e. Policy number: _____
- f. Amount of coverage: _____
- g. Amount of Deductible: _____

Attach copy of E&O Insurance or Bond

9. Please list all instances in which new partners, owners, stockholders, directors, or officers are also a partner, owner, stockholder or director of any other entity which holds (or previously held) a Certificate of Authority, the county for which it is (was) held, and the years held (from ___ to ___)

10. Please list any instances from Question #9 above in which a Certificate was revoked and what year that occurred: _____

11. 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? No _____ Yes _____

- a. If yes, provide details: _____

12. Are there any unpaid court judgments or liens against any of the persons listed in Attachment #1 have them at this time? _____

- a. If so, please provide complete details: _____

13. Has a Petition for Voluntary Bankruptcy or Involuntary Bankruptcy ever been filed by (or against) any of the persons listed in Attachment #1? _____

- a. If so, please provide complete details: _____

14. Please provide details concerning the County Records Bond. *Attach Copy of Bond*

- a. Name of Bonding Company: _____
 b. Amount of Bond: _____ Expiration date of bond: _____

15. I have carefully read The Oklahoma Abstractors Act and the Rules and Regulations Governing the Oklahoma Abstractors Board. I agree that as a holder of a Certificate of Authority for the purpose of searching county records or compiling abstracts, this company will comply with and conform to the aforementioned state statutes, rules and regulations. I also certify that all answers given in this application are complete, factual and true to the best of my knowledge and belief.

 Date Applicant Signature and Title

STATE OF OKLAHOMA)
)
 _____ COUNTY)

Subscribed and sworn before me this _____ day of _____, 20_____.

[Seal] _____
 Notary Public

My Commission Expires:

To be used by Oklahoma Abstractors Board only

- | | |
|----------------------------------|----------------|
| 1. Proper Bond | [] Yes [] No |
| 2. Proper E&O | [] Yes [] No |
| 3. Ownership List | [] Yes [] No |
| 4. OSBI / OTC | [] Yes [] No |
| 5. Transfer of Ownership | [] Yes [] No |
| 6. Current Abstracting Fees | [] Yes [] No |
| 7. Abstract Certificate Form | [] Yes [] No |
| 8. Hires and Terminations | [] Yes [] No |
| 9. Application Fee | [] Yes [] No |
| 10. Certificate of Good Standing | [] Yes [] No |
| 11. Service Agent | [] Yes [] No |
| 12. Affidavit of Due Diligence | [] Yes [] No |

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

Option 1 – Verification of Citizenship

Affidavit of _____
[Applicant's Name]

STATE OF OKLAHOMA)
COUNTY OF _____)ss:

_____, 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)
COUNTY OF _____) ss:

_____, 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]

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		