



OKLAHOMA ABSTRACTORS BOARD

APPLICATION CHECKLIST Application for 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 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 Certificate of Authority? **NOTE: Fee amounts have increased – see below:**

5:10-3-4. Application fees for permits, certificates of authority, and renewals

For all or any part of calendar year 2008 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 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.** Did you enclose a copy of your currently approved (or proposed) fee schedule? If proposed, does it shown 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 by the time your Renewal Application is due, just send your currently approved fee schedule. As long as the proposed fee schedule arrives before your certificate renewal date, it will be treated as the change allowed by the rules with your Renewal.
- () **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.** 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 on to your County Clerk, we need only a copy from your file. If you were recently issued a new 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.

() **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 their Social Security number.

() **Abstractor License Compliance.** Did you include the job title and brief description for each employee on the OESC report who is not currently licensed? For those who are not licensed, and should be, did you supply their date of hire and when you anticipate scheduled a test? Note: The Rules and Regulations of the Oklahoma Abstractors Board provides:

5:10-3-1. Who must hold abstract license

(a) A holder of a certificate of authority or permit who is an individual or partner actively engaged in the process of preparing abstracts, shall also be required to have an individual abstract license.

(b) Any person employed by a holder of a certificate of authority or permit for the purpose of searching county records or compiling abstracts shall hold an abstract license. An employee whose sole function is to put the work product of others into typewritten or other readable form shall not be required to hold an abstract license.

() **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.

() **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

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APPLICATION FOR CERTIFICATE OF AUTHORITY FOR ABTRACTOR

All information submitted will be a matter of public record.

All questions must be answered completely. Send Application Fee and Bond with this application. Make check payable to **Oklahoma Abstractors Board**. You must have a 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 compiled from the instrument of record affecting real estate in the office of the county clerk, and not copied from the indexes in said office, showing all instructions affecting title to real property on file or of record in the office of the county clerk and court clerk of said county where business is being conducted.

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 current condition will revoke the Certificate of Authority.

If Certificate of Authority is allowed to lapse beyond renewal date, applicant is required to apply for 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 City State Zip

E-mail Address _____ Company Website _____

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 / Officer Name _____

Residence Address _____ Residence Phone (____) _____
Street City State Zip

3. State in which you are an actual resident: _____

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

5. Population of said county (according to last Federal census): _____

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 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. Attach Abstract Certificate Form approved by the Board.

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 in Voluntary Bankruptcy? Yes No Has an Involuntary Petition in Bankruptcy ever been filed against you? Yes No If so, please give details: _____

13. Is your abstractors bond current? [] Yes [] No *Attach Copy of Bond*

Name of Bonding Company: _____

Amount of Bond _____ Expiration of Bond _____

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.

Owner or Managing 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: _____

List of Abstract Fees

Company Name: _____ **Date Submitted:** _____

If the attached fee schedule is new and is being submitted for approval for the first time, please provide the date for which you would like the new fee schedule to become effective: _____

REMINDER: The Oklahoma Abstractors Board must approve any changes in fees prior to becoming effective. Please allow a minimum of two weeks for approval of new fee schedules.

POLICY NOTICE: Any proposed change in fees that arrives in our office during the ninety days prior to your expiration date (the application period), provided that any prior proposed changes received during the same period have not yet become effective, will be considered as on change.

[Attach Fee Schedule]

SCHEDULE OF CERTIFICATE HOLDERS OWNERS AND OFFICERS

Company Name _____ Date _____

- _____ Corporation – Type: _____
- _____ Partnership
- _____ Sole Proprietorship
- _____ Limited Liability Company

Name(s) of Stockholders: Birthdate and SSN#: Address: Phone:

Name(s) of Company Owner(s): Birthdate and SSN#: Address: Phone:
SSN#

Name(s) of Officer(s): Birthdate and SSN#: Address: Phone:

Name(s) of Director(s): Birthdate and SSN#: Address: Phone:

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		