



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.

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.

WARNING: Policy for Establishing Fines for Late Filings: Effective September 1, 2010, All renewal applications for Certificates of Authority shall, according to Title One, Section 30(B), be in the OAB office 90 days prior to expiration. If an application is not received in the OAB office by 5:00 p.m. on the 90th day prior to expiration, a \$100.00 fine shall be levied on the Certificate of Authority holder. If the application is not received in the OAB office by 5:00 p.m. on the 60th day prior to expiration, an additional \$300.00 fine shall be levied on the Certificate of Authority holder and the OAB agency office will notify the applicant that the application has not been received. If the application is not received in the OAB office by 5:00 p.m. on the 30th day prior to expiration, an additional \$500.00 fine will be levied in addition to the previous fines. All fines are cumulative and may be enforced in the same manner in which civil judgments may be enforced.

- () **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?
- () **OAB Rule 5:11-3-4. Application fees for permits, certificates of authority, and renewals .** (c) For each calendar year a separate application and fee shall be submitted for each certificate of authority, permit, and renewal 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?"
- () **Abstracting Rate Sheet.** Complete either the page based fee schedule or time based fee schedule found in the forms list on the website. Is proposed effective date at least 30 days beyond the date you expect our office to receive your application?
- () **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, and 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.

- () **County Records Bond.** If you were recently issued a new Bond, you must enclose the ORIGINAL Bond that you received, so that we can process it and send a certified copy to your County Clerk and to you.
- () **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 the last four numbers of their Social Security number. Beginning January 1, 2011, the Oklahoma Employment Security Commission will require filing of Form OES-3 (Oklahoma Employers Quarterly Contribution Report) online. This information should be printed and sent in with your application.
- () **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:
- () **OAB Rule 5:11-3-1. Who must hold abstract license**
- (a) Any person in the employ of a holder of a certificate of authority or permit, or a holder of a certificate of authority who is an individual actively engaged in the process of preparing abstracts, or the holder of a permit who is an individual actively engaged in the construction of an abstract plant, shall be required to have an individual abstract license.
- (b) Any person who is employed by a holder of a permit or certificate of authority whose sole function is limited to reviewing documents to determine the type of instrument, date, parties, recording information and legal description, and entering such information into a manual or computer indexing system shall not be required to hold an abstract license. Such activity shall be conducted under the supervision of a licensed abstractor. Prior to the final entry of such documents to the abstract plant, a licensed abstractor must review, verify and accept such entries as final on behalf of the holder of the permit or certificate of authority. Any matter entered into the indexing system by an unlicensed person without proper licensed supervision may be deemed a violation of this Act.
- (c) 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. 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 *56 O.S. Supp. 2007 §71* 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 CERTIFICATE OF AUTHORITY

All information submitted will be a matter of public record.

Please return completed form, fee and required documentation to address above.

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.

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. These books or indexes must be compiled from the instruments of record affecting real estate in the office of the county clerk or the court clerk of said county where business is being conducted, but not copied from the indexes in said county office. These books or indexes shall show all instruments affecting title to real property on file or of record in the office of the county clerk and court clerk

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 "a current condition" will be grounds for revocation of the Certificate of Authority.

If a Certificate of Authority is allowed to lapse beyond renewal date, applicant is required to apply for a new Certificate of Authority.

In compliance with the Oklahoma Abstractors Act, I hereby make application for a 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 fee schedules submitted with this application cannot be changed unless the Board has been notified and approved of said change.

9. Please enclose a copy of your Uniform Abstract Certificate Form.

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

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]

SCHEDULE OF CERTIFICATE HOLDERS, OWNERS AND OFFICERS

Company Name _____ County _____ Date _____

____ Corporation – Type: _____ LLC _____ Partnership _____ Sole Proprietorship _____ Other

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		