



OKLAHOMA ABSTRACTORS BOARD

APPLICATION CHECKLIST

Application for Permit to Build 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? **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”
- () **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 in the amount of \$15,000.00 must be provided. We have attached a sample bond form 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 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.

Compliance with Checklist for Building a New Abstract Plant

- I. "Before you Begin" requirements completed?
- II. Indexing System for County Clerk Records approved?
- III. Indexing System for Court Clerk Records approved?
- IV. Instrument Acquisition procedures in place?
- V. Missing and Restored Instruments procedures in place?
- VI. Read and understand "Important Notices"

- 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
Oklahoma City, OK 73107
Phone: (405) 522-5019
Fax: (405) 522-5503

APPLICATION FOR PERMIT TO BUILD ABSTRACT PLANT

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.

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. If the elected county official files a complaint against the permit holder, said permit shall be suspended until a hearing can be held on the complaint.

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 in Voluntary Bankruptcy, or has an Involuntary Petition in Bankruptcy ever been filed against you? 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:

14. Do you intend to hire an outside firm or individual to reproduce the county records? Yes _____ No _____
If yes, name, address and phone number of firm: _____

NOTE: If outside firm is employed by you, they must also be included in your bond.

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

To be used by Oklahoma Abstractors Board only

- | | |
|---------------------------|----------------|
| 1. Proper Bond | [] Yes [] No |
| 2. Proper Application Fee | [] Yes [] No |
| 3. References | [] Yes [] No |
| 4. _____ | [] Yes [] No |
| 5. _____ | [] Yes [] No |

Remarks and questions: _____

Date: _____ Reviewed by: _____

Attachment #1

Company Name _____ Date _____

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

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

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

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

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

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]



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2401 N.W. 23rd Street, Suite 60B

P.O. Box 700076

Oklahoma City, OK 73107

Phone: (405) 522-5019

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Bond Number _____

ABTRACTOR'S BOND

(COUNTY RECORDS)

That _____ of _____, Oklahoma, as Principal and authorized by the Oklahoma Abstractor Board to do business as an abstract company in _____ County, State of Oklahoma; and _____, as Surety, and organized and existing under the laws of the State of _____, with its principal office in the City of _____, State of _____, and authorized to do business in the State of Oklahoma as Surety, are held and firmly bound unto the State of Oklahoma in the sum of _____, to the payment whereof, well and truly to be done the said Principal binds itself, its heirs, personal representatives, successors and assigns, and the Surety binds itself, its successors and assigns, jointly and severally.

WHEREAS, the Principal intends to engage in the business of abstracting and make abstract of title to real estate in the County of _____, State of Oklahoma, for the term beginning on the _____ day of _____, _____, and ending the _____ day of _____, _____.

AND WHEREAS, the Oklahoma Abstractors Act (Title 1 Oklahoma Statutes and the Rules and Regulations of the Oklahoma Abstractors Board (Title 5 of the Oklahoma Administrative Code) require that this bond be filed, and pursuant to the Oklahoma Abstractors Act, the Principal binds itself to fully comply with said Law and Rules;

NOW, THEREFORE, during the term of this Bond, beginning on the _____ day of _____, _____, and ending the _____ day of _____, _____, the Principal will in no way mutilate, deface or destroy any of the records of the several County Offices to which it has access.

The Principal will pay to the State of Oklahoma, to the County of _____ and to every person who may be damaged, the amount of damage actually done by it, its agents or employees, by mutilation, injury or destruction of any records of any County Office to which it may have access.

The Principal will further pay to each and every person or persons all damage caused such person or persons by reason of any incompleteness, imperfection or error made by the Principal in compiling, making or extending any and all abstracts of title.

If all these things are fully done and performed during the term of this bond, then this obligation shall be null and void; otherwise it shall remain in full force and effect subject to the following conditions:

1. The liability of the Surety shall be limited to the actual damages sustained by the State of Oklahoma, any County of the State of Oklahoma, any person, firm, corporation or association caused by any default of the Principal. The aggregate liability of the Surety during the entire term of the bond shall not exceed the amount state above.

2. This bond may be surrendered and cancelled at any time and the Surety is exonerated from all liability for any future breach of the obligations under this bond either upon the surrender of the Certificate of Authority of the Principal to the Oklahoma Abstractors Board, or upon filing a new bond on behalf of the Principal with, and approval of the Oklahoma Abstractors Board, but the Surety shall not be released as to any default occurring during the term of this bond.

This obligation may be continued from year to year by a continuation certificate signed by the Surety, or by its Attorney-in-Fact under seal.

SIGNED AND DATED, this _____ day of _____, _____.

PRINCIPAL:

By: _____

Title: _____

SURETY:

By: _____

Title: _____

Approved this _____ day of _____, _____.

By: _____

Oklahoma Abstractors Board

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		