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, based on the population of your county, must be provided pursuant to Title 1, Section 27(C).

(1) County Population of less than 30,000 - $15,000.00
(2) County Population of 30,000 but less than 60,000 - $25,000.00
(3) County Population of 60,000 but less than 100,000 - $50,00.00
(4) County Population of 100,000 or more - $100,000.00

You may obtain a bond form from the OAB 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, expect 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 help 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]

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			