



## OKLAHOMA ABSTRACTORS BOARD

### *APPLICATION CHECKLIST*

#### Application for Renewal of 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 - \$50,000.00
    - (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.

( ) **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.

( ) **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.



## OKLAHOMA ABSTRACTORS BOARD

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P.O. Box 700076

Oklahoma City, OK 73107

Phone: (405) 522-5019

Fax: (405) 522-5503

### APPLICATION FOR RENEWAL OF 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.

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? \_\_\_ Yes \_\_\_ No 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SCHEDULE OF PERMIT  
OFFICERS**



**HOLDERS OWNERS AND**

Company

Name \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ Corporation – Type: \_\_\_\_\_
- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Sole Proprietorship
- \_\_\_\_\_ Limited Liability Company

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

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

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

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

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## 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		