

**Scott Leshner**  
Administrator



**Mary Fallin**  
Governor

**Ruben Tornini**  
Deputy Administrator

**Todd Lamb**  
Lt. Governor

**STATE OF OKLAHOMA  
DEPARTMENT OF CONSUMER CREDIT**

**Oklahoma Department of Consumer Credit  
Notification Filing**

Statute: Title 14A § 6-201 et.seq.

Business Name _____		Area Code & Phone _____	
Name in which business is transacted if different from official name _____			
Fax _____	E-mail _____	Website _____	
Address of Business Location (List all other locations on additional sheet) _____			
Address of Principle Office _____	City _____	State _____	Zip _____
Mailing address (if different from above) _____	City _____	State _____	Zip _____
Designated Agent (address for receipt of process in the state) _____	City _____	State _____	Zip _____
Printed Name of Person Completing Form _____		Title _____	
Signature _____		Date _____	

**If consumer credit sales, consumer leases or consumer loans are not made at an office or retail store in this state, a brief description of the manner in which they are made:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete this form and return it with:**

**\$120.00 Filing fee for each location**

**Make corporate checks payable to Department of Consumer Credit (or DOCC).  
Mail (do not fax) application and payment to the address below.**

**3613 N.W. 56<sup>th</sup> St. Suite 240, Oklahoma City, OK 73112**

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**VERIFICATION OF LAWFUL PRESENCE NOTIFICATION**

The State of Oklahoma passed an immigration bill known as House Bill 1804, the Oklahoma Taxpayer and Citizen Protection Act of 2007. This bill went into effect on November 1, 2007.

Attached are two affidavits, labeled as Forms 1 and 2 (each person will choose one affidavit to sign):

- If you are a United States citizen, you will sign Form 1
- If you are a qualified alien and you are in the United States lawfully under the Federal Immigration and Naturalization Act, you will sign Form 2

You are either a United States citizen or a qualified alien -- please do not submit both forms. The affidavit must be notarized and must be submitted to the Department of Consumer Credit by United States mail or courier service. The Department of Consumer Credit does not accept a faxed or emailed copy of the affidavit. United States citizens are not required to submit a new affidavit for license renewals. Qualified aliens must submit a new affidavit for each license renewal

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**  
**Form 1 - For U. S. Citizens**

Section A (Applicant Information)

Affidavit of:

\_\_\_\_\_  
Name of Individual Applicant

\_\_\_\_\_  
Company Name

Section B (Notary Public)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly  
Printed Name of Individual Applicant  
sworn, upon 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\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Number

\_\_\_\_\_  
My Commission Expires

(Seal)

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**  
**Form 2 - For Qualified Aliens**

Section A (Applicant's Information)

Please type or print clearly. You must include a copy of both the front and back of your green card with this form.

Full Legal Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Company Name: \_\_\_\_\_

Section B (Notary)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly sworn, upon oath  
Printed Name of Individual Applicant  
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\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Number

\_\_\_\_\_  
My Commission Expires

(Seal)

## VERIFICATION OF MILITARY SERVICE

Oklahoma has passed a law – Post Military Service Occupation, Education and Credentialing Act, codified at 59 O.S. § 4100 et seq., that provides Armed Forces Service Members and Spouses considerations when applying for or renewing an occupational license. They include:

- Expedited processing.
- Provide automatic license extensions at the annual renewal time for active duty service members whose licenses were in good standing at the time of military activation.

The full statute may be accessed via a link at [www.ok.gov/okdocc](http://www.ok.gov/okdocc).

If you or your spouse are an active military service member and are requesting consideration under the provisions of this Act, please complete the attached form. This information will be used to verify service on the Service members Civil Relief Act (SCRA) Website.

Please be aware that all materials provided are confidential and will be destroyed in accordance with the Department's records disposition schedule

## VERIFICATION OF MILITARY SERVICE

Please complete the information below, in its entirety, for the ACTIVE SERVICE MEMBER.

Full Name of Service Member	
Social Security Number of Service Member	
Birth Date of Service Member	
Active Duty Status Date (if available)	

Check one:

- New License Application
- Renewal Application