Scott Lesher
Administrator

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CONSUMER CREDIT

NOTICE

The State of Oklahoma recently 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.

One of the provisions of the bill is the requirement that all natural persons, including Sole Proprietorships, obtaining a license from all State Agencies must show lawful presence in the United States.

Attached are two affidavits (each person will choose one of these to sign):

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

You are either a citizen OR a qualified alien -- please do not submit both forms. Make additional copies of the forms as needed. These affidavits must be notarized. We cannot accept faxed or emailed copies of these forms. You will need to mail them to us. **Under Oklahoma law, we cannot issue your license without the proper affidavit(s).** 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.

This is a requirement of the State of Oklahoma; our Department has no authority to address it. If you need further information, you may review the text of the bill by visiting the following web link:

http://www.oscn.net/applications/oscn/deliverdocument.asp?id=448995&hits

As always, we appreciate your spirit of cooperation.

4545 N Lincoln Blvd., Suite 164 - Oklahoma City, OK 73105 - Phone: (405) 521-3653 - Fax: (405) 521-6740
http:// www.ok.gov/okdocc

Revised 5/13/10

Oklahoma Department of Consumer Credit

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Form 1 - For U. S. Citizens

Section A (Applicant Information)

Affidavit of:

_____ _____

Name of Individual Applicant Co mpany 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

(Seal)

_____
Commission Number

_____

My Commission Expires

4545 N Lincoln Blvd., Suite 164 - Oklahoma City, OK 73105 - Phone: (405) 521-3653 - Fax: (405) 521-6740
http://www.ok.gov/okdocc

Revised 8/25/10

Oklahoma Department of Consumer Credit

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

(Seal) _____
Commission Number

_____
My Commission Expires

4545 N Lincoln Blvd., Suite 164 - Oklahoma City, OK 73105 - Phone: (405) 521-3653 - Fax: (405) 521-6740
http://www.ok.gov/okdocc

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LICENSE APPLICATION INSTRUCTIONS

To make application for an Oklahoma Supervised Lender License, all prescribed forms and additional required exhibits must be fully completed and mailed or delivered to:

Oklahoma Department of Consumer Credit
4545 N. Lincoln Blvd., Suite 164
Oklahoma City, OK 73105-3403

All fees required must be submitted with the application. Upon receipt of a complete package, a staff member will carefully review all documents and an independent investigation will be made into the experience, character and general fitness of the applicant(s). All applications are reviewed in the order in which they are received.

A complete application package for a Supervised Lender License is composed of:

I. **APPLICATION:** These pages are for information on the business to be licensed, including mailing address, location, ownership, etc. Complete all sections that apply. Be sure to sign and notarize.

II. **BOND:** A bond in the amount of $5,000.00 (FIVE THOUSAND DOLLARS) for the first license. Be sure all signatures are affixed and include a copy of the bond and all attachments with your application.

III. **RECORD KEEPING AND LOCATION OF EXAMINATION FORMS:** These pages are for lenders whose records will be maintained at a location other than this licensed location. You must complete these forms showing that your company is willing to pay expenses for an examiner(s) to visit the out of state location to conduct the annual examination of books and records. You will be contacted before any such visit.

IV. **FINANCIAL STATEMENT:** This statement shall reveal that the applicant has available for regulated loan operations, net assets of at least $25,000.00 (TWENTY-FIVE THOUSAND DOLLARS). For sole proprietorship, the owner's personal financial statement must show assets of the required amount. For partnerships or limited liability companies the combined assets of the partners or members must equal or exceed the required $25,000.00 (TWENTY-FIVE THOUSAND DOLLARS). If filing as a corporation, please submit the most recent balance sheet. This statement must be signed by the owner or an officer of the company or corporation, dated and notarized.

V. **A COPY OF ALL BASIC DOCUMENTS ESTABLISHING THE ENTITY:**

A. Sole Proprietorships:
1. A copy of the Certificate of Fictitious Name.

B. General Partnerships:
1. A copy of the partnership agreement signed by all parties involved.
2. If the partnership does business under an assumed or fictitious name, supply a copy of a Certificate of Fictitious Name.
3. A list of the names, addresses and telephone numbers of the partners.

C. Limited Partnerships:
1. A copy of the Limited Partnership Certificate filed with the Secretary of State. Such copy must show the date the document was filed.
2. If the partnership does business under an assumed or fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
3. A list of the names, addresses and telephone numbers of the partners.

D. Limited Liability Companies:
1. A copy of the Certificate of Organization or Articles of Organization filed with the Secretary of State.
2. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
3. A list of the names, addresses and telephone numbers of each major stockholder, officers and directors of the LLC.

E. Domestic Corporations:

1. A copy of the Certificate of Incorporation or Articles of Incorporation filed with the Secretary of State.
2. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
3. A list of the names, addresses and telephone numbers of each major stockholder, officers and directors of the corporation.

F. Foreign Corporations:

1. A copy of the Certificate of Incorporation or Articles of Incorporation.
2. A Certificate of Authority showing that the applicant is authorized to transact business in their state of incorporation or in the State of Oklahoma.
3. If your business falls under one of the exemptions on the Secretary of State's instruction sheet, highlight the exemptions that apply and submit a copy with your application.
4. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
5. A list of the names, addresses and telephone numbers of each major stockholder, officers and directors of the Foreign Corporation.

For information concerning above items, contact:

Oklahoma Secretary of State
2300 N. Lincoln Blvd., Rm. 101
Oklahoma City, OK 73105
(405) 521-3912

VI. FEES FOR INVESTIGATION, LICENSE AND EXAMINATION: When making an application for a license, the applicant shall pay $425.00 (FOUR HUNDRED TWENTY-FIVE DOLLARS) non-refundable investigation fee for the first location, an annual fee of $290.00 (TWO HUNDRED NINETY DOLLARS) provided in the Oklahoma Uniform Consumer Credit Code and $500.00 (THREE HUNDRED DOLLARS) for the annual examination fee for each license.

VII. ADDITIONAL LOCATION LICENSE REQUIREMENTS: If you are applying for an additional location, you must complete:

a) The main Application;
b) A Bond Form for $1,000.00 (ONE THOUSAND DOLLARS) for each additional location;
c) Record Keeping and Location of Examination forms;
d) A check or money order for $790.00 (FOUR HUNDRED NINETY DOLLARS), which consists of an annual fee of $290.00 (TWO HUNDRED NINETY DOLLARS) and $500.00 (FIVE HUNDRED DOLLARS) for the annual examination fee, made payable to the Oklahoma Department of Consumer Credit.
e) A recent financial statement or balance sheet signed by the owner, officer, member or partner of the company or corporation, dated and notarized.

PLEASE RETAIN INSTRUCTIONS FOR FUTURE REFERENCE

LICENSEE CHANGES

Licenses issued for Supervised Lenders are issued on the basis of representations made on the application and supporting documents. Any substantial change in the information included in the application must be reported to the Administrator immediately**.**

If any material misrepresentations or unreported changes of circumstances are subsequently discovered, the license is subject to revocation after it has been issued.

Changes in location, ownership, partners, and in the principal parties at interest in a corporation must be submitted in writing for approval Thirty (30) Days prior to the effective date of the change.

LICENSE APPLICATION CHECKLIST

The checklist below is provided to help ensure that you submit a complete application.

TASKS TO BE COMPLETED:

I. **APPLICATION –** *SIGNED AND NOTARIZED*

II. **APPOINTMENT OF DESIGNATED AGENT**

III. **SURETY BOND** – *BE SURE ALL SIGNATURES ARE PRESENT*

IV. **FINANCIAL STATEMENT** – *MOST RECENT – SIGNED AND NOTARIZED*

V. **DOCUMENTS ESTABLISHING ENTITY:**

   a. **SOLE PROPRIETORSHIP INFORMATION –** IF APPLICABLE

   b. **PARTNERSHIP INFORMATION** – IF APPLICABLE

   c. **DOMESTIC CORPORATION INFORMATION** – IF APPLICABLE

   d. **LIMITED LIABILITY INFORMATION** – IF APPLICABLE

   e. **FOREIGN CORPORATION INFORMATION** – IF APPLICABLE

VI. **RECORD KEEPING AND LOCATION OF EXAMINATION FORMS**

APPLICATION FOR SUPERVISED LENDER LICENSE

BEFORE THE ADMINISTRATOR)
OF THE DEPARTMENT OF)
CONSUMER CREDIT OF THE)
STATE OF OKLAHOMA IN THE)
MATTER OF THE APPLICATION)
OF:)
_____)
Name of business to be licensed

This application will not be processed unless accompanied by all required exhibits (as reflected on the License Application Instructions) and the statutory fees as follows:

A. $425.00 (FOUR HUNDRED TWENTY-FIVE DOLLARS) non-refundable investigation fee for the first location, an annual fee of $290.00 (TWO HUNDRED NINETY DOLLARS) provided in the Oklahoma Uniform Consumer Credit Code and $500.00 (FIVE HUNDRED DOLLARS) for the annual examination fee for each license.
B. Every Applicant shall file herewith a bond in the amount of $5,000.00 (FIVE THOUSAND DOLLARS) for the first license and $1,000.00 (ONE THOUSAND DOLLARS) for each additional license.

Pursuant to, and in accordance with the provisions of the Oklahoma Uniform Consumer Credit Code, and for the purposes in said law set forth,

_____
Name of Applicant

HTTP:// _____ _____
Website E-Mail

I am *(please check your applicable category)*

____ A Person ____ Joint Stock Company or Trust ____ Corporation
____ Association ____ Co-Partnership ____ Limited Liability Company

With the principal office and/or mailing address located:

_____ _____
Street Address Telephone Number

_____ _____
City, State and Zip Facsimile

Hereby applies to the Administrator of the Department of Consumer Credit of the State of Oklahoma, for a Supervised Lender License for the calendar year ending December 31, _____, at the following location;

_____ _____
Street Address of Business Location Telephone Number

_____ _____
City, State and Zip Facsimile

For the purpose of securing same, applicant makes the foregoing and following sworn statements of fact:

DESIGNATED AGENT:

Full Name _____ Telephone Number _____

Address _____ City, State and Zip _____

A resident of the State of Oklahoma as agent upon whom may be served all judicial and other process or legal notice directed to this applicant.

A. To be completed only if the applicant is an individual:

Full Name _____

B. To be completed only if the applicant is a partnership:

Full Name of Partner _____ Full Name of Partner _____

Full Name of Partner _____ Full Name of Partner _____

Have Articles of Limited Partnership been filed with the Secretary of State? Yes___ No___

C. To be completed only if applicant is a limited liability company:

Full Name of Member _____ Full Name of Member _____

Full Name of Member _____ Full Name of Member _____

Have Articles of Limited Liability been filed with the Secretary of State? Yes___ No___

D. To be completed only if applicant is a corporation, association, joint stock company or trust:

OFFICERS:

Full Name of President _____ Full Name of Vice President _____

Full Name of Treasurer _____ Full Name of Secretary _____

DIRECTORS AND TRUSTEES:

Full Name of Director/Trustee _____ Full Name of Director/Trustee _____

Full Name of Director/Trustee _____ Full Name of Director/Trustee _____

Note: If there are additional officers, directors or trustees, please specify using additional sheets if necessary.

NAME AND RESIDENCE ADDRESS OF EACH OFFICER OR MAJOR STOCKHOLDER:

Name _____ Address _____

City, State and Zip _____

Name _____ Address _____

City, State and Zip _____

Name _____ Address _____

City, State and Zip _____

1. Do you have available for the operation of the business net or free assets of at least $25,000.00 (TWENTY-FIVE THOUSAND DOLLARS)?
   Yes_____ No_____

2. Is there now pending any legal, administrative actions or proceedings against you? Have you ever entered a plea of guilty or nolo contendere to, or been convicted of a felony or a misdemeanor; other than a traffic violation, involving fraud, misrepresentation or deceit?
   Yes_____ No_____ *(If yes, furnish details. Attach extra sheets if necessary.)*

   _____

   _____

Notary Public

Before me, the undersigned, personally appeared and being first duly sworn states that the applicant has executed this application this _____ day of _____, 20_____, and acknowledges that applicant is duly authorized to execute the application, and that all statements and representations made are true and correct to the best of applicant's knowledge and belief, and that all statements and supporting schedules are made for the purpose of inducing the Administrator of the Department of Consumer Credit of the State of Oklahoma to grant said application.

_____ _____
Name of Applicant Signature of Applicant

_____ _____
Name of Additional Applicant Signature of Additional Applicant

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

_____
Notary Public

(Seal)

_____
Commission Number

_____
My Commission Expires

OKLAHOMA DEPARTMENT OF CONSUMER CREDIT
EXAMINATION & RECORD KEEPING INFORMATION

The applicant/licensee requests approval to keep records outside Oklahoma and/or keep such records in electronic or other forms of reproduction as authorized under the Uniform Consumer Credit Code O.S. 14A § 3-506 (3); **It is understood that, without the prior written approval of the request by the Administrator of the Department of Consumer Credit, hardcopies of records must be maintained within Oklahoma and made available for examination at an office in Oklahoma.**

Name of Applicant/Licensee: _____ License No.: _____

Main office address: _____

City, State and Zip: _____

Contact person for questions on this request: _____

Telephone: (_____) _____

Location where you intend to keep records (if different from above)

Address: _____

City, State and Zip: _____

RECORDS TO BE MAINTAINED IN A FORM OTHER THAN HARDCOPY

The applicant/licensee requests approval to record, copy or reproduce books, accounts and records in photographic, electronic or any form other than a hardcopy and will provide equipment necessary to access records for the purpose of an examination.

Describe how books, accounts and records will be maintained. _____

_____

Describe how books, accounts and records will be made accessible to the Department for the purpose of an examination.

_____

_____

LOCATION OF EXAMINATION

The applicant/licensee requests approval to maintain books, accounts and records outside Oklahoma. In order to facilitate a full examination of this license _____ hereby agrees to pay the expenses of the Administrator's representative(s) in conducting an examination of your books and records pertaining to loans made in Oklahoma.

The Department expects the applicant/licensee to pay the reasonable and necessary expenses for the Administrator or representative(s) to examine the books, accounts and records at the place where they are maintained.

The above expenses are understood to be in addition to the $500.00 (FIVE HUNDRED DOLLARS) minimum examination fee.

It is further understood that this agreement is being made so that _____ may keep records at a location outside the State of Oklahoma.

Contact person at location: _____

Address: _____

City, State and Zip: _____

Office hours: _____

Describe space available for examination: _____

_____

CERTIFICATION

I, _____, a duly authorized officer of
Name and Title

_____
Applicant/Licensee

agree to maintain the books, records and accounts of the applicant/licensee in compliance with this record keeping request, which is submitted to the Oklahoma Department of Consumer Credit.

_____ _____
Signature Date