

All Certificate holders have been notified that the expiration dates for all certificates of authority, abstract licenses, and permits have been changed to the 28th day of the month of the current expiration month, effective September 1st. In the event the old expiration date falls on the 29th, 30th or 31st of the month, the expiration date will roll over until the 28th of the following month, giving you an extra month.

This change will be beneficial to both the OAB and the certificate holders, permit holders and abstract licensees by helping us to make sure everyone is reminded of the required deadlines.

Title One, Section 30 (B) provides...

“1. Applications for renewal shall be made ninety (90) days prior to expiration and shall be accompanied by a renewal fee in an amount determined by the Board not to exceed the original application fee;

2. Any individual, firm, corporation, or other entity holding a certificate of authority who fails to apply for renewal and pay the renewal fee shall be notified by the Board no later than sixty (60) days prior to expiration of the certificate of authority;

3. The individual, firm, corporation, or other entity shall have thirty (30) days from the date of notification to file a renewal application;...”

Pursuant to Title One, the OAB does not notify you of the 90 day renewal, only the 60 day renewal if the certificate has not been received. Please make sure to calendar reminders so that you have your certificate applications in by that 90 day mark so you will not be fined. This also means that the application must be complete with all the required attachments.

Because most of the certificate holders renew their employees' abstractor's licenses, they should make sure to explain to licensees that their license expiration dates will now be moved to the end of the same month their licenses originally expired and mark their records accordingly. Remember, this **DOES NOT** mean that the licenses expire the same month as the certificate of authority or permit does. It means the license will expire at the end of the same month that the license originally set out. If the certificate holder wants to pay for all of the licensees at the same time he submits the application for certificate of authority or permit, no matter what their expiration date on the license is, he may. However, the payment of these license fees must be made in advance of the expiration date of the license. Please call our office for further information concerning this matter.

New certificates, permits or licenses reflecting this new expiration date will not be issued at this time but will be reflected when you send in the renewal applications. Remember, our new system of fines regarding late submission of certificates, permits and licenses goes into effect on September 1, 2010. This policy can be seen above on our website.

If you should have any questions, or need help calculating the date that paperwork needs to be in our office, please do not hesitate to contact us.

Thank you,
Glynda Reppond
Executive Director