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## **LICENSE APPLICATION INSTRUCTIONS**

A completed application package for an Oklahoma Consumer Litigation Funder License shall be mailed or delivered to the:

**Oklahoma Department of Consumer Credit  
629 NE 28<sup>th</sup> St  
Oklahoma City, OK 73105**

**A completed application package consists of the following information, documentation and fees:**

- 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. MILITARY SERVICE VERIFICATION:** Please complete the *Military Service Verification Form* if you or your spouse is in Active Duty status in the Armed Forces and you wish to receive considerations provided by SB1863 Post-Military Service Occupation, Education and Credentialing Act, codified as 59 O.S. §4100 *et seq.* The information provided will be verified through the Servicemembers Civil Relief Act Website.
- III. BOND OR IRREVOCABLE LETTER OF CREDIT:** A bond or an irrevocable letter of credit in the amount of \$50,000.00 (Fifty Thousand Dollars) is required. The applicant shall furnish a certified copy of the bond or irrevocable letter of credit with the application. The bond terms or irrevocable letter of credit shall run concurrent with the licensing period. The bond or irrevocable letter of credit shall include the following terms:
  - A.** The license holder will, during the licensing period, faithfully conform to and abide by the requirements of the Oklahoma Consumer Litigation Funding Act (the Act), 14A O.S. §§ 3-801-3-817, and the rules adopted by the Administrator to administer the Act; and
  - B.** Provide any amount that may become due or owing to the Oklahoma Department of Consumer Credit from the license holder under the Act.
- IV. BUSINESS DOCUMENTS:**
  - A. Sole Proprietorships:**
    1. A certified copy of the Trade Name Report filed with the Oklahoma Secretary of State, if applicable.
  - B. Partnerships:**
    1. A copy of the executed partnership agreement.
    2. A certified copy of the Trade Name Report filed with the Oklahoma Secretary of State, if applicable.
  - C. Oklahoma Limited Partnerships:**
    1. A certified copy of the Certificate of Limited Partnership filed with the Oklahoma Secretary of State.
    2. A certified copy of the Trade Name Report filed with the Oklahoma Secretary of State, if applicable.
    3. A Certificate of Good Standing issued by the Oklahoma Secretary of State.

**D. Oklahoma Limited Liability Company:**

1. A certified copy of the Articles of Organization filed with the Oklahoma Secretary of State.
2. A certified copy of the Trade Name Report filed with the Oklahoma Secretary of State, if applicable.
3. A Certificate of Good Standing issued by the Oklahoma Secretary of State.

**E. Oklahoma Corporation:**

1. A certified copy of the Certificate of Incorporation filed with the Oklahoma Secretary of State.
2. A certified copy of the Trade Name Report filed with the Oklahoma Secretary of State, if applicable.
3. A Certificate of Good standing issued by the Oklahoma Secretary of State.

**F. Foreign Business Entities**

1. A certified copy of the Certificate of Qualification (foreign corporation), Certificate of Authority (foreign limited partnership) or Application for Registration (foreign limited liability company), filed with the Oklahoma Secretary of State, as applicable.
2. A Certificate of Good Standing issued by the Oklahoma Secretary of State.
3. If the foreign business entity is exempt from obtaining a Certificate of Authority, Registration or Qualification from the Oklahoma Secretary of State, as applicable, please provide the exemptions that are applicable and a copy of a certificate issued by an authorized officer of the jurisdiction in which the foreign business entity was formed or incorporated evidencing the existence and good standing of the foreign business entity.
4. A certified copy of the Trade Name Report or Fictitious Name Report filed with the Oklahoma Secretary of State, if applicable.

Additional information concerning the business documents described above may be obtained from the:

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

- V. FEES:** An application must include a fee in the amount of \$290.00 (Two Hundred Ninety Dollars) payable to the Oklahoma Department of Consumer Credit.
- VI. AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES:** A notarized affidavit must be submitted for individual applicants or sole proprietorships to verify the lawful presence of the individual in the United States of America. Information and forms are included with the application.
- VII. ATTESTATION :** An authorized officer, member, manager, director or agent, as applicable, of the business entity must sign the application and attest to the information submitted in the application. If the applicant is a sole proprietorship, the applicant shall sign the application and attest to the information submitted in the application.

## **RENEWAL REQUIREMENTS**

Biennial renewal of the consumer litigation funder license is the responsibility of each licensee. Initial licenses issued in accordance with the Oklahoma Consumer Litigation Funding Act shall expire December 31 of the year following the year of issuance. The licensee is required to submit a license renewal application that contains the following documentation, information and fees:

- A. A license renewal application;
- B. A license renewal fee of \$580.00 (FIVE HUNDRED EIGHTY DOLLARS), payable to the Oklahoma Department of Consumer Credit;
- C. A certified copy of a current bond or irrevocable letter of credit;
- D. A current Certificate of Good Standing issued by the Oklahoma Secretary of State, if applicable, for a business entity licensee. Any foreign business entity licensee that is exempt from obtaining a Certificate of Authority, Registration or Qualification from the Oklahoma Secretary of State shall provide a current Certificate of Good Standing by an authorized official of the jurisdiction in which the foreign business entity was formed or incorporated evidencing the existence and good standing of the foreign business entity. A current Certificate of Good Standing means a Certificate of Good Standing issued within thirty days (30) of the license renewal application;
- E. A notarized affidavit of lawful presence for individuals or sole proprietorships that are qualified aliens.
- F. If you are an active duty service member of the Armed Forces at the time of annual renewal, please complete the *Military Service Verification* form. Upon verification, your license effective date will be extended, with no further payment, for up to a year after your active service has been completed.

**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

**OKLAHOMA CONSUMER LITIGATION FUNDER LICENSE APPLICATION**

\_\_\_\_\_  
 Legal name of applicant

\_\_\_\_\_  
 Trade name(s) of applicant in the State of Oklahoma, if applicable.

\_\_\_\_\_  
 Fictitious name of the applicant in the State of Oklahoma, if applicable, for a foreign corporation, partnership or limited liability company

\_\_\_\_\_  
 Internet website, if applicable

**Type of business:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Sole Proprietorship   | <input type="checkbox"/> Oklahoma Limited Partnership      | <input type="checkbox"/> Oklahoma Limited Liability Company |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Foreign Corporation               | <input type="checkbox"/> Foreign Limited Partnership        |
| <input type="checkbox"/> Oklahoma Corporation  | <input type="checkbox"/> Foreign Limited Liability Company |   |
| <input type="checkbox"/> Other (please specify and include a separate document if necessary) |  |   |

**BUSINESS DOCUMENTS:** Please attach all applicable business documents as specified in the license application instructions.

**BOND OR LETTER OF CREDIT:** Please attach a certified copy of a bond or irrevocable letter of credit in the amount of \$50,000.00, with all applicable provisions as specified in the license application instructions.

**FEES:** Please include payment of a \$290.00 (Two Hundred Ninety Dollars) license fee, payable to the Oklahoma Department of Consumer Credit.

**Principal place of business:**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 City, State and Zip Code

\_\_\_\_\_  
 Facsimile Number

\_\_\_\_\_  
 Mailing address (if different from street address)

**Contact person (The applicant shall specify the name, title and contact information of the person(s) designated to receive correspondence from the Department of Consumer Credit).**

\_\_\_\_\_  
**Name and title** **Telephone number**

\_\_\_\_\_  
**Electronic mail address** **Facsimile number**

\_\_\_\_\_  
**Mailing address (if different than mailing address of applicant)**

**REGISTERED AGENT: Please indicate the registered agent for receipt of service of process within the State of Oklahoma.**

\_\_\_\_\_  
**Full Name** **Telephone Number**

\_\_\_\_\_  
**Street Address** **City, State and Zip Code**

\_\_\_\_\_  
**Electronic mail address**

**MILITARY SERVICE VERIFICATION**

Check the appropriate box if any of the following apply to you. If any apply, please complete the *Military Service Verification* form for expedited processing:

- I am a member of the Armed Forces
- My spouse is a member of the Armed Forces
- My spouse is on active duty within this state
- My spouse is a permanent resident of this state for the 6 months prior to assignment to active duty
- My spouse is a permanent resident of this state during the period of active duty

**INDIVIDUALS AND SOLE PROPRIETORSHIPS: Please complete if the applicant is an individual or sole proprietorship.**

\_\_\_\_\_  
**Full Name**

\_\_\_\_\_  
**Street Address** **Telephone Number**

\_\_\_\_\_  
**Mailing address (if different from street address)** **Electronic mail address**

**LIMITED LIABILITY COMPANY OR PARTNERSHIP:** Please complete if the applicant is a limited liability company or partnership. Please list all members, partners, general partners and/or limited partners, as applicable, and attach a separate document if necessary. A limited partnership shall specify which partners are general partners and which partners are limited partners. Please attach a separate document if necessary to include the requested information:

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Mailing address (if different from street address)

\_\_\_\_\_  
Mailing address (if different from street address)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Electronic mail address

\_\_\_\_\_  
Electronic mail address

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Mailing address (if different from street address)

\_\_\_\_\_  
Mailing address (if different from street address)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Electronic mail address

\_\_\_\_\_  
Electronic mail address

**CORPORATION, LIMITED LIABILITY COMPANY OR PARTNERSHIP:** Please complete if the applicant is a corporation, limited liability company or partnership, as applicable. A corporation shall list all directors and officers. A limited liability company shall list all managers. A partnership shall list any agents, if applicable. Please attach a separate document if necessary to include the requested information:

\_\_\_\_\_  
Full Name and title

\_\_\_\_\_  
Full Name and title

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Mailing address (if different than street address)

\_\_\_\_\_  
Mailing address (if different than street address)

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Telephone number**

\_\_\_\_\_  
**Electronic mail address**

\_\_\_\_\_  
**Electronic mail address**

\_\_\_\_\_  
**Full Name and title**

\_\_\_\_\_  
**Full Name and title**

\_\_\_\_\_  
**Street address**

\_\_\_\_\_  
**Street address**

\_\_\_\_\_  
**Mailing address (if different than street address)**

\_\_\_\_\_  
**Mailing address (if different than street address)**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Telephone number**

\_\_\_\_\_  
**Electronic mail address**

\_\_\_\_\_  
**Electronic mail address**



**DISCLOSURES**

1. Does the applicant and/or any officer, director, member, partner, manager or agent, as applicable, have any pending administrative, civil or criminal actions pending? If so, please include a certified copy of the applicable court or administrative document that initiated the action. **Yes \_\_\_No \_\_\_**
2. Has the applicant and/or any officer, director, member, partner, manager or agent, as applicable, ever had a business or professional license suspended or revoked by any state or federal agency of the United States of America? If so, please include a certified copy of the applicable order imposing the suspension or revocation. State includes the District of Columbia and any commonwealth, possession or territory of the United States of America. **Yes \_\_\_\_\_No \_\_\_\_\_**
3. Has the applicant and/or any officer, director, member, partner, manager or agent, as applicable, ever had any monetary penalties imposed by a state or federal agency of the United States of America in connection with activities conducted under a business or professional license? If so, please include a certified copy of the applicable order imposing the monetary penalty. **Yes \_\_\_No \_\_\_**
4. Has the applicant and/or any officer, director, member, partner, manager or agent, as applicable, ever been convicted of a felony in any state, federal or military court of the United States of America? If so, please include a certified copy of the applicable Judgment and Sentence. **Yes \_\_\_ No \_\_\_**

The law of the state, federal or military court in which the applicant and/or any officer, director, member, partner, manager or agent, was convicted determines whether a particular crime is classified as a felony.

**Scott Leshner**  
Administrator



**J. Kevin Stitt**  
Governor

**Ruben Tornini**  
Deputy Administrator

**Matt Pinnell**  
Lt. Governor

**STATE OF OKLAHOMA  
DEPARTMENT OF CONSUMER CREDIT**

## NOTICE

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.

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. **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

**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

\_\_\_\_\_  
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)

**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

### Attestation

#### 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\_\_\_\_\_.

(Seal)

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

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

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

## 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