



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

TABLE OF CONTENTS

CITIZENSHIP AFFIDAVITS	1-3
LICENSE APPLICATION INSTRUCTIONS	5-6
LICENSE CHANGES	7
RENEWAL REQUIREMENTS	7
LICENSE APPLICATION CHECKLIST	7
APPLICATION FOR PAWNBROKER LICENSE	8-11
MILITARY SERVICE VERIFICATION FORM.....	12

LICENSE APPLICATION INSTRUCTIONS

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

Oklahoma Department of Consumer Credit
629 NE 28th St
Oklahoma City, OK 73105

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 PAWNBROKER 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. Provide social security number and date of birth for the applicant (the owner(s) or partners) per Oklahoma Statute §56-240.21A for background investigation. Please note that criminal offenses may be used as a basis for denial. You may request a determination whether or not your criminal background may disqualify you from obtaining a licensing pursuant to 59 O.S. § 4000.1 (F). To see a list of criminal offenses that may be used as a basis for a denial of licensure, please visit: <https://www.ok.gov/okdocc/>
- II. SURETY BOND:** A bond in the amount of **\$5,000.00** (FIVE THOUSAND DOLLARS) for each license. Be sure all signatures are affixed and include a copy of the bond and all attachments with your application.
- III. 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.
- IV. A COPY OF ALL BASIC DOCUMENTS ESTABLISHING THE ENTITY:**
 - A. SOLE PROPRIETORSHIP:**
 1. A copy of the Certificate of Fictitious Name.
 2. A Form 1 or Form 2 Affidavit showing lawful presence in the United States (See attached forms)
 - 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 the Certificate of Fictitious Name.
 3. A list of the names, addresses, social security numbers, dates of birth, 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, social security numbers, dates of birth, 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, social security numbers, dates of birth, 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, social security numbers, dates of birth, 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. A list of the names, addresses, social security numbers, dates of birth, 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., Room 101
Oklahoma City, OK 73105
(405) 521-3912**

V. FEE FOR INVESTIGATION, LICENSE AND EXAMINATION: When making an application for a license, the applicant shall pay a total of \$965.00 (NINE HUNDRED SIXTY FIVE DOLLARS) which includes a \$325.00 (THREE HUNDRED TWENTY-FIVE DOLLARS) non-refundable investigation fee, \$240.00 (TWO HUNDRED FORTY DOLLARS) for each license annually provided and \$400.00 (FOUR HUNDRED DOLLARS) examination fee per the Oklahoma Pawnshop Act for the current calendar year.

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

1. The main Application;
2. A Bond Form for \$5,000.00 (FIVE THOUSAND DOLLARS) for each additional location;
3. A check or money order for \$640.00 (SIX HUNDRED FORTY DOLLARS), which consists of an annual fee of \$240.00 (TWO HUNDRED FORTY DOLLARS) and \$400.00 (FOUR HUNDRED DOLLARS) for the annual examination fee, made payable to the Oklahoma Department of Consumer Credit;
4. A recent financial statement or balance sheet signed by the owner, officer, member or partner of the company or corporation, dated and notarized.

VII. 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.

PLEASE RETAIN INSTRUCTIONS FOR FUTURE REFERENCE

LICENSE CHANGES

Licenses issued under the Oklahoma Pawnshop Act 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. There is a \$25 per license amendment fee.

RENEWAL REQUIREMENTS

Annual renewal of the license is the responsibility of each licensee. The licensee is to submit a renewal application, renewal fee of \$640.00 (SIX HUNDRED FORTY DOLLARS), which includes \$240.00 (TWO HUNDRED FORTY DOLLARS) annual license fee and examination fee of \$400.00 (FOUR HUNDRED DOLLARS) to be postmarked on or before the first day of December of each year. **(All renewals that are not postmarked by December 1st will be subject to a \$10 per day late fee, up to 30 days.)**

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.

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. **FINANCIAL STATEMENT – MOST RECENT – SIGNED AND NOTARIZED**
- IV. **DOCUMENTS ESTABLISHING ENTITY:**
 - a. **SOLE PROPRIETORSHIP INFORMATION – IF APPLICABLE**
 - b. **PARTNERSHIP INFORMATION – IF APPLICABLE**
 - c. **DOMESTIC CORPORATION INFORMATION – IF APPLICABLE**
 - d. **LIMITED LIABILITY COMPANY INFORMATION – IF APPLICABLE**
 - e. **FOREIGN CORPORATION INFORMATION – IF APPLICABLE**
- V. **RECORD KEEPING LOCATION**

Please contact the Oklahoma Department of Commerce for information regarding additional licensing you may need at (800) 879-6552 or visit their website at <http://www.okcommerce.gov/Start-A-Business/Start-Or-Register-A-Business>

APPLICATION for OKLAHOMA PAWNBROKER 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 fees as follows:

- A. \$325.00 (THREE HUNDRED TWENTY-FIVE DOLLARS) non-refundable investigation fee; \$240.00 (TWO HUNDRED FORTY DOLLARS) Application fee; \$400.00 (FOUR HUNDRED DOLLARS) Examination fee.
- B. Every applicant shall file a bond in the amount \$5,000.00 (FIVE THOUSAND DOLLARS) for each license sought.
- C. Financial Statement.

Pursuant to, and in accordance with the provisions of the OKLAHOMA PAWNSHOP ACT, 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 Pawnbroker 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	Social Security Number	Date of Birth
-----------	------------------------	---------------

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

Full Name of Partner	Full Name of Partner
Social Security Number	Social Security Number
Date of Birth	Date of Birth

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
Social Security Number	Social Security Number
Date of Birth	Date of Birth

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
Social Security Number	Social Security Number
Date of Birth	Date of Birth
Full Name of Treasurer	Full Name of Secretary
Social Security Number	Social Security Number
Date of Birth	Date of Birth

DIRECTORS AND TRUSTEES:

Full Name of Director/Trustee	Full Name of Director/Trustee
Social Security Number	Social Security Number
Date of Birth	Date of Birth

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	Social Security Number	Date of Birth
---------------------	------------------------	---------------

Name	Address
------	---------

City, State and Zip	Social Security Number	Date of Birth
---------------------	------------------------	---------------

Fill out the section below to designate where and how records will be kept in Oklahoma.

Name of Applicant/Licensee: _____

Address where records will be kept: _____

City, State and Zip: _____

Contact person for questions on this request: _____

Telephone Number: _____

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

Yes _____ No _____

2. Have you ever been convicted of a felony? Yes _____ No _____ (If yes, please furnish details, attaching extra sheets if necessary.)

You must also submit a certified copy of the Judgement and Sentence of the Court with this application.)

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

Pawnbroker License Application

Oklahoma Dept. Of Consumer Credit : 629 NE 28th St, Oklahoma City, OK 73105

Ph: (405) 521-3653 Fax : (405) 521-6740 Toll-Free : (800) 448-4904

<http://www.ok.gov/okdocc>

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

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