

STATE OF CALIFORNIA - DEPARTMENT OF BUSINESS OVERSIGHT
APPLICATION FOR A LICENSE TO ESTABLISH A BRANCH OFFICE
DBO-EL 302 (Rev. 05-16)



DBO USE ONLY

Fee Paid \$ _____

Receipt No. _____

IN THE MATTER OF THE APPLICATION OF _____ File No. _____

FOR A LICENSE TO ESTABLISH A BRANCH _____ Date _____, 20
OFFICE AT _____

(USE TYPEWRITER. ANSWER ALL QUESTIONS.)

The application must be accompanied by a filing fee of \$425.00 for each office or location AND an investigation fee of \$100.00 (Section 17207, Financial Code).

In pursuance of, and in compliance with the provisions of the Escrow Law and for the purposes in said Law set forth, the undersigned corporation with offices located at:

(a) PRINCIPAL OFFICE:

(Name and Street) (City) (Zip Code) (County)

(b) ADDITIONAL LOCATIONS PRESENTLY LICENSED: (Attach list as Exhibit if space is insufficient)

_____ hereby applies to the Commissioner of Business Oversight for a license to establish a branch office to be opened on or about _____ 20 ; and, for the purpose of securing same applicant makes the foregoing and following sworn statements of fact:

- (a) Date of Incorporation: _____
(b) State of Incorporation: _____

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2. Applicant will do business as (check one or more boxes):

- Escrow Agent - Branch office
- Joint Control Agent - Branch office
- Internet Escrow Agent - Branch office

3. Names of officers and directors:
Full first and middle names MUST be given; if no middle name, please so indicate. (Attach list as Exhibit if space is insufficient)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other Officers (If any): _____

Directors: _____

4. Names of stockholders: (Attach list as Exhibit if space is insufficient)

5. Name of the person proposed as manager and claiming the qualifications of Financial Code ("FC") Section 17200.8 is: _____

6. The following officers, directors, stockholders and employees are to be stationed at the new location.

Full first and middle
names must be given;
if no middle
name, please so indicate

Position or Title

7. Any and all attachments, exhibits, materials, or information supplied at the request of the Commissioner of Business Oversight, at any time, are incorporated into and made part of this application as if fully set forth therein.

(a) Exhibit _____. A Statement of Identity and Questionnaire, (FS512 SIQ) for each person named in paragraphs 3, 4, and 5.

(b) Exhibit _____. A Statement of Identity and Employment Application (EL 17419) from each person who is not required to file FS 512 SIQ in paragraph 6.

(c) Exhibit _____. A Notice of Officers, Directors, Trustees, Employees or Other Persons Directly or Indirectly Compensated by Escrow Agents (EL 1726) and fingerprint cards for each person named in paragraphs 3, 4, 5 and 6. The appropriate fee as described in EL 1726 must accompany the application.

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- (d) Exhibit _____. An affidavit for each person named in paragraphs 3, 4, and 5. See attached Affidavit form.
- (e) Exhibit _____. An Escrow Agent Manager Questionnaire (EL 330) indicating that the proposed manager named in paragraph 5 has met the qualifications of FC Section 17200.8. If the proposed manager has been previously approved by the Department of Business Oversight also submit a copy of the letter approving the manager.
- (f) Exhibit _____. Financial statements prepared in accordance with generally accepted accounting principles in compliance with Section 1741.5 of the California Code of Regulations (Title 10), showing additional tangible net worth in the amount set forth in FC Section 17210.

(If the financial statements submitted with this application are dated more than six months from the date of filing and/or applicant does not meet the financial requirement of FC Section 17210, interim financial statements dated not more than sixty days from the date of filing will be required. The interim financial statements may be unaudited.)

- (g) Exhibit _____. The surety bond needs to be increased by \$5,000 for each additional office location per FC Section 17213.5.
- (h) Exhibit _____. A minimum fidelity bond in the amount of \$125,000 is required if applicant will be engaged in the business of receiving escrows for deposit or delivery of the types of transactions not specified in Subdivision (c) of FC Section 17312.
- (i) Exhibit _____. If the fidelity bond contains a deductible, the escrow agent is required to file with this Department a surety bond (Form EL 303 A) in the amount of the deductible. The amount of surety bond needs to be maintained in the same amount as the deductible at all times.
- (j) By signing the application you acknowledge that the operation of the additional office, or offices, will be under the complete management and control of the parent licensee (FC Section 17213.5(e)).

NOTE: Prior to the issuance of the license, the Department of Business Oversight must be notified in writing by Escrow Agents' Fidelity Corporation (EAFC) that the membership fee required for the branch location has been made pursuant to Section 17320(a) of the Financial Code, unless the applicant is not required to become a member of EAFC pursuant to FC Section 17312(a).

All materials submitted in connection with the application will be considered public information unless confidential treatment is requested pursuant to Section 250.10, Title 10, California Code of Regulations, and the confidential treatment is confirmed in writing by this Department.

WHEREFORE, applicant requests that a license be issued by the Commissioner authorizing applicant to act under the Escrow Law within the State of California.

I certify (or declare) under penalty of perjury that I have read the foregoing application, including all exhibits attached, or filed therewith, and know the contents thereof, and that the statements therein are true and correct of my own knowledge.

Executed at _____, California _____, 20

(Signature)

(Name)

(Title)

NOTE: If executed outside the State of California, attach a verification executed and sworn to before a Notary Public.

Please indicate the name, address and telephone of the person who should be contacted for information regarding this application. The license will also be mailed to this person unless otherwise instructed.

Name: _____

Address: _____

Telephone: _____

(Area Code)

DBO’s Privacy Notice on Collection

DBO Collects and Uses Personal Information: The DBO collects the information requested on this form as authorized by the California Financial Code section 17213.5. The DBO uses this information for an applicant or a licensee to establish additional business office location(s) or branch location(s) and to ensure that the applicant/licensee meets the specified requirements for licensure. Use of the personal Information DBO collects is subject to limitations contained in the Information Practices Act of 1977 and other applicable state and federal laws.

Providing Personal Information Is Voluntary: You do not have to provide the personal information requested. If you do not want to provide personal information, such as your name, home address or home telephone number, you may remain anonymous. However, we may not be able to contact you or help resolve your issue.

When providing information or documents, please do not include unrequested personal information such as a Social Security number, driver’s license number, or financial information.

DBO May Disclose Your Personal Information: We may share your personal information with the Department of Justice’s Identification and Information Branch, other federal, state or local law enforcement agencies, or a self-regulatory organization as authorized by law. Your personal information may also be disclosed:

- In response to a Public Records Act request, as allowed by the Information Practices Act.
- To another governmental agency as required by state or federal law.
- In response to a court order or administrative order, a subpoena or a search warrant.

Your Access to Your Personal Information: You may review the records maintained by DBO that contain your personal information. To request access, contact: DBO Privacy Officer, 1515 K Street, Sacramento, CA 95814.

