


REGISTRATION SERVICE APPLICATION CHECK LIST ✓

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A — FORMS REQUIRED: <i>Attach documents in order stated.</i>	✓
Registration Service Application Check List (OL 599)	
Application for Occupational License for Registration Service (OL 601)	
Registration Service Surety Bond (OL 605) NOTE: Refer to bond information on Page 5 in <i>Registration Service Program Handbook</i> (OL 306) http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol306.pdf .	
Application for Occupational License Personal History Questionnaire, Part B (OL 29) - <i>Required for each person listed under ownership on form OL 601.</i>	
Property Use Verification for Registration Service (OL 139)	
Appointment of Director as Agent for Service of Process (ADM 9050) - <i>Required for each person listed under ownership on form OL 601.</i>	
Request for Live Scan Service [yellow copy] (DMV 8016) - <i>Required for each person listed under ownership on form OL 601.</i> Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	
B — ADDITIONAL DOCUMENTS REQUIRED: <i>Attach documents in order stated.</i>	✓
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
A copy of your Business License.	
Photograph(s) of your business location.	
C — IMPORTANT INFORMATION: <i>Incomplete applications will be returned.</i>	✓
Keep a copy of all documents for your records.	
Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to http://www.dmv.ca.gov/fo/inspector_office.htm . An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check, and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete application will be returned. Unsuccessful applications will be notified of the discrepancy or decision not to issue.	
D — BEFORE ACCEPTING TRANSACTIONS FROM THE PUBLIC:	✓
 Before accepting transactions from the public for processing at DMV field offices, you must submit a copy of your permit with a Registration Service Questionnaire, OL 607 and a Field Office Registration Service Employee Listing, OL 607A to the DMV field office manager.	
Field Office Questionnaire (OL 607) - <i>Submit to DMV field office manager.</i>	
Field Office Registration Service Employee Listing (OL 607A) - <i>Submit to DMV field office manager.</i>	
E — BUSINESS PARTNER AUTOMATION PROGRAM:	✓
For participation in the Business Partner Automation Program you must submit a copy of your permit with application documents as instructed at the following site: http://www.dmv.ca.gov/otherser/bpa/bpa.htm	

Detailed information and instructions in completing and submitting applications are found in the *Registrations Service Program Handbook*, OL 306.