

STATE OF CALIFORNIA
SELLER OF TRAVEL PROGRAM
REGISTRATION ATTESTATION LETTER



300 South Spring Street, Suite 1702
Los Angeles, CA 90013
Telephone: (213) 897-8065
Facsimile: (213) 897-8846
E-mail: sellers.travel@doj.ca.gov
website: <http://oag.ca.gov/travel>

March 1, 2016

Reg No: CST#
Travel Agency
Address
City, State, Zip Code

Renew By:
May 15, 2016

You can register online. Go to <http://oag.ca.gov/travel> (this link is case sensitive, please type as shown). Select/click the "Online Registration" button.

Enter the Temporary Id **xxxxx** and the Pass Code **xxxxxx**.

Dear Seller of Travel:

Enclosed is an **Attestation Form**. If there has been no change in your registration since the last filing, then return the completed attestation form to the Seller of Travel Program. If there are any changes, including an address change, to your registration information, you are required to submit a **Renewal Form** from the Seller of Travel Program's website. Also enclosed is the Seller of Travel **Authorization for Disclosure of Business Records Form 100** or **Authorization and Consent Form 100-A**. Depending on the business, you are only required to complete either **Form 100** or **Form 100-A**. A sole proprietorship, partnership or trust is required to complete **Form 100** and a corporation is required to complete **Form 100-A**. A closed business is required to complete and submit a **Withdrawal Form 200**. All forms and instructions are available at the Seller of Travel website: <http://oag.ca.gov/travel/forms>.

You must include your **Registration fee** (\$100 per location) check or money order made payable to the **Department of Justice** (Code:17550.21(b)). If the payment is not included with your renewal, your registration renewal will not be accepted for filing and late fees will accrue until such time as the registration fee is paid. There will be a **late fee** of \$5 a day up to a maximum of \$500 if your renewal application is postmarked after the due date appearing on the top right-hand corner of this letter.

After filing the renewal, if a change in the information on file occurs prior to the expiration of your annual registration then you must file an amendment with the Seller of Travel Program. A transfer of ownership must be filed at least ten days prior to the effective date. Other changes require submitting an Amendment within 10 days of the change.

If you have any questions, please contact the Seller of Travel Program's help line at (213) 897-8065 or e-mail us at sellers.travel@doj.ca.gov.

Enclosures

SELLER OF TRAVEL PROGRAM

Check list:

- ☐ Completed and signed Attestation Form or Renewal Form.
- ☐ Completed and signed Authorization for Disclosure of Business Records Form 100 or Completed and signed Authorization and Consent Form 100-A.
- ☐ TCRC status for current year updated, if applicable. (**NOTE: TCRC renewal due one month prior to SOT renewal date.**)
- ☐ Registrants who maintain a surety bond must provide proof that the bond is current and in good standing.
- ☐ Fees payable to Department of Justice included.
- ☐ Mail forms and fees to Seller of Travel Program, Department of Justice, 300 S. Spring St., Suite 1702, Los Angeles, CA 90013.