DMV USE ONLY
OCCUPATIONAL LICENSING NUMBER
FIRM NAME

REGISTRATION SERVICE APPLICATION CHECKLIST ✓

All applicant forms may be completed online and printed or they can be printed and completed manually in blue ink. All forms must be submitted with original (wet) signature in blue ink. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

SECTION 1 — FORMS REQUIRED: *Attach documents in order stated.*	✓
Registration Service Application Checklist (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 *Registration Service Program Handbook* (OL 306) *http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol306.pdf.*	
Application for Occupational License Personal History Questionnaire, Part B (OL 29B) - *Required for each person listed under ownership on form OL 601.*	
A copy of a valid driver license or identification card and verifiable social security number. **NOTE**: Refer to FFDL8 *https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffdl08.htm* for other eligible documents to verify applicant eligibility when an SSN is not authorized. For additional information see *California Code of Regulations* Section 450.00 and 450.02.; or refer to the *United States Code*, Chapter 14, Subchapter II: Eligibility for State and Local Public Benefit Programs and Subchapter IV: General Provisions. *http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&edition=prelim*	
Property Use Verification for Registration Service (OL 139)	
Appointment of Director as Agent for Service of Process (ADM 9050) - *Required for each person listed under ownership on form OL 601.*	
Request for Live Scan Service [yellow copy] (DMV 8016) - *Required for each person listed under ownership on form OL 601.* Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	

SECTION 2 — ADDITIONAL DOCUMENTS REQUIRED: *Attach documents in order stated.*	✓
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.	

SECTION 3 — IMPORTANT INFORMATION: *Incomplete applications will be returned.*	✓
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.	

SECTION 4 — BEFORE ACCEPTING TRANSACTIONS FROM THE PUBLIC:	✓
STOP 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) - *Submit to DMV field office manager.*	
Field Office Registration Service Employee Listing (OL 607A) - *Submit to DMV field office manager.*	

SECTION 5 — 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***	