

DOCQNET Project Financial Services Applications

California Department of Financial Protection and Innovation

PROTECTING CONSUMERS FOSTERING TRUST & INNOVATION



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1. Overview

The DFPI Self Service Portal provides online electronic license applications for the following license

types: Escrow Licensing

- Main Office License
- Branch License
- Change of Ownership

CA Deferred Deposit Lender Law (CDDTL)

- Long Form
- Short Form

CA Finance Lenders Law (CFL)

- Main Application
- Branch Application

Users are able to fill out the required application information directly through the portal, and upload supporting exhibits related to each application. This guide uses Escrow law applications as an example, but the usage is similar for other license applications.

For specific information on the required exhibits for each application type, refer to the instructions that are provided on the current paper versions of the forms that are available on the DFPI website: https://dfpi.ca.gov/forms/.

Currently, online payment processing for financial services applications is not supported. These fees should instead be paid by check to the Department of Business Oversight and mailed to the Los Angeles office at 320 West 4th Street, Suite 750, Los Angeles, CA 90013.

2. Financial Services Applications

2.1 How to Apply for a Main License

Step	os to Complete Process
 Log into the Portal. With the Portal being open to the homepage, click on "Financial Services Applications" at the top of the screen. 	Contract
 Click on the "Main License" hyperlink. 	<page-header> ✓ Comptaints </page-header>
3. Enter the name of the applicant and then click the "Next" button.	Home / FSD Applications / Main License Main License 1. Name of Applicant *

	<i>t</i> the applicant will be ness and then click the ton.	Home / FSD Applications // Main License Main License 2. Applicant will do business as: Image:
5. Enter the a	address of the Applicant's lic	ensed place of business and then click the "Next" button.
	Home / FSD Applications / Main License Main License 3. Applicant's licensed place of business shall be Number and Street 123 Main St. County Sacramento	e: City State California State California State
	Date and State of tion and then click the tton.	Home / FSD Applications / Main License Main License 4. Date of Incorporation 01/08/2014 California Image: California

	5. Names of officers and directors:			
	Full first and middle names MUST be given; if no middle name, please s Role 1	o indicate. (Attach list as Exibit if space is insufficient) First Name 1		
	Middle Name 1	Last Name 1		
	Role 2	First Name 2		
	Middle Name 2	Last Name 2		
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Escrow Holder					
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		Scrow Hold			
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Contact Person Please indicate the name, address, and telephone of the per					
Please indicate the name, address, and telephone of the pe					
	rson who should be	contacted for infor	nation regarding this ap	olication.	
Role 21	First Name 21			Middle	Last
				Name 21	Name 21
				21	
Number and Street 21	City 21			State 21	Zip Code
					21
Telephone Number 21					
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defined on the downloadable application	t	ESCROV		ense	
defined on the downloadable application instructions form on DBO's website. Not all exhibits are required in order to submit an application, but eventually all such exhibits will be required in order for the application to be considered complete. : It is highly recommended that supporting	:	Upload related d Exhibit A Exhibit B Exhibit C Exhibit D Exhibit C Exhibit F Exhibit F	Browse Browse Browse Browse Browse Browse Browse	ense	
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Submission completed successfuly

2.2 How to Apply for a Branch License

Steps to Com	plete Process
 With the Portal being open to the homepage, click on "Financial Services Applications" at the top of the screen. 	California Department of Business Oversight Search Image: Complaints Financial Services Applications Securities & Franchise Filings Securities & Franchise Filings
2. Click on the "Branch License" hyperlink.	<page-header> ▲ Complaints • Dianceal Services Applications Home / Financial Services Applications E In This Section BSCROW - Main License ESCROW - Branch License SCROW - Change of Ownership CDDTL - Long Form CFL - Main Application</page-header>
3. Enter the Branch License information.	

Fee Paid	Application Status	•
Name of Applicant *		
Office Name and Street	Receipt No.	
Office Zip Code	Office City	
Amount Received	Office County	
DBO Received Date	Date of Application	
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Form Type The Principal Office and ttom of the screen. (a) Principal Office: Principal Name and Street Principal Zip Code (b) ADDITIONAL LOCATIONS P	Total Amount Required I any Additional Locations presently licensed and then cli Principal City Principal County RESENTLY LICENSED: (Attach list as Exhibit if space is insufficient)	

5. Enter the Date and State of	Home / FSD Applications / Branch License
Incorporation and then click the next button.	Branch License
	1.
	and for the purpose of securing the same, applicant makes the foregoing and following sworn statements of fact: Date of Incorporation
	Previous
 Enter how the applicant will be doing business and then click the "Next" button. 	Home / FSD Applications / Branch License Branch License
	2.
	Applicant will do business as: An Escrow Agent A Joint Control Agent An Internet Escrow Agent
	Previous
7. Enter the names of all the officers and	d directors and then click the "Next" button at the bottom of the screen.

	ull first and middle names MUST be given; if no middle tole 1	lle name, please so	p indicate. (Attach list as Exibit if space is insufficient) First Name 1
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5. Name of person prop 7200.8 is:			
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Previous					
12. Attach supporting exhibits. These are	e defined on				
the downloadable application instruc	ctions form on	ESCROW	- Branc	h Lic	ense
DBO's website. Not all exhibits are re	equired in				
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application to be considered complet	te.	Exhibit B	Browse		
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2.3 How to Submit a Change of Ownership

Steps to Com	plete Process
 With the Portal being open to the homepage, click on "Financial Services Applications" at the top of the screen. 	California Department of Business Oversight Search Complaints Phanclal Services Applications Securities & Franchise Filings Sec Imancial Services Applications Securities & Applications Securities & Applications Securities & Applications Imancial Services Applications Securities & Applications Securities & Applications Securities & Applications Imancial Services Applications Fiberancial Services Applications Securities & Applications Securities & Applications Imancial Services Applications Fiberancial Services Portal Service Portal offers convenient in individuals seeking to obtain a license from DBO. Securities & Applications of Use of this web site. Please select the link at the bottom of the page
2. Click on the "Change of Ownership" hyperlink.	<page-header></page-header>
3. Enter the main Change of Ownership information.	

Name of Applicant *	
File No. Receipt No.	
DBO Received Date Date of Application	
Amount Received Total Amount Required	
Form Type	
- Sin Type	
Enter the Principal Office and any Additional Locations presently licensed and the bottom of the screen.	
(a) Principal Office:	District District
Principal Name and Street Principal City	Principal Princip Zip County
	Code
(b) ADDITIONAL LOCATIONS PRESENTLY LICENSED: (Attach list as Exhibit if space is insufficient) Branch 1 Name and Street Branch 1 City	
	Code Branch Branc 1 Zip 1 Code Count
	Code Branch Branc 1 Zip 1
	Code
Branch 1 Name and Street Branch 1 City	Code Branch Branch 1 Zip 1 Code Count
Branch 1 Name and Street Branch 1 City	Code Branch Branc 1 Zip 1 Code Count Branch Branc 2 Zip 2
Branch 1 Name and Street Branch 2 Name and Street Branch 2 Name and Street Branch 2 City	Code Branch Branch 1 Zip 1 Code Count Branch Branc 2 Zip 2 Code Count
Branch 1 Name and Street Branch 2 Name and Street Branch 2 City	Code
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Branch 1 Name and Street Branch 2 Name and Street Branch 3 Name and Street	Code
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(Applicant) hereby applies to the Commissio			, and for the purpose of securing the
same, applicant makes the foregoing and fol Date of Incorporation	llowing sworn stater	State of Incorporation	
			•
Previou: Next			
PICYDOL NEAL			
Enter the names of all the propo	osed officers a	nd directors after the change of	of ownership and then click
Enter the names of all the propo "Next" button at the bottom of t		nd directors after the change of the change	of ownership and then click
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7.	Enter the names of the proposed stockholders after the change of ownership and then click the "Next" bu at the bottom of the screen.	utton
	Home / FSD Applications / Change of Ownership	

Change of Ownership

3. Names of proposed stockholders after the change of ownership: (Attach list as Exhibit if space is insufficient)

Role 11	 First Name 11	Middle Name	100.00 C C C C C C C C C C C C C C C C C
			11
Role 12	First Name 12	Middle	
		Name	
Role 13	First Name 13	Middle Name 13	
Role 14	First Name 14	Middle Name 14	
Previou			

4. Name of person proposed of Financial Code ("FC") 1720	0.8 is:				
Role 19		First Name 19			e Last
				Name 19	e Name 19
Claiming FC Section 17200.8 Qualifications?					
Yes					_
Previous					
Enter the officers, directors,	stockholders and	employees that are to be	stationed at the licens	sed lo	catio
the change of ownership and					
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Change of Owners	nip				
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5. The following officers, dire	ctors, stockholde	rs, and employees are to l	be stationed at the lice	ensed	9
	ctors, stockholde	rs, and employees are to I	be stationed at the lice	ensed	ł
5. The following officers, dire	ctors, stockholde wnership.	rs, and employees are to I	be stationed at the lice	Middle	Last
5. The following officers, dire location after the change of o	ctors, stockholde		be stationed at the lice		Last
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5. The following officers, dire location after the change of o	ctors, stockholde wnership.	First Name 15 First Name 16 First Name 17		Middle Name 15 Middle Name 16 Middle Name 17 Middle Name	Last Name 15 Last Name 16 Last Name 17 Last Name

		First Name 21	Middle Last Name Name 21 21
Number and Street 21		City 21	State Zip 21 Code 21
Telephone Number 21			
website. Not all exhibits required in order for the	are required in order t application to be cons		ntually all such exhibits w
ote: it is nighty recommend		cuments be uploaded in a PDF fo	
. Once the Change of Own "Submission completed s	•		
"Submission completed s	successfully."	s / Change of Ownership	