It is recommended that the applicant review Texas Finance Code §342 prior to submitting the application.

Regulated Lenders
Transfer of License Checklist

Required for all applicants:

1. Statement of Experience (Form)
2. Business Operation Plan (Form)
3. Financial Statement (Form)
4. Supporting financial information (Form AMD 18 & ADM 19)
5. Bank Confirmation (Form)
6. Loan Document – Loan documents not already approved by the OCCC must undergo review with Plain Language for approval prior to approval of a license
7. License application fee $800* as of 01/2020**
8. Statutory agent – A Texas resident and an address different from the proposed business location
9. Statement of Record – An address of where the business records will be stored
10. Principal Party Information
   a. Personal Affidavit
   b. Personal Employment History (10 years of consecutive data prior to the application submission date)
   c. Personal Questionnaire
11. Evidence of Transfer – Bill of Sale/Asset purchase agreement
12. Signed & dated Permission to Operate
13. Fingerprints (Receipt received at the IDENTOGO office) Your reviewer will send you instructions to schedule & complete your fingerprints.

Items 7-10 are processed/entered in ALECS

Additional Requirements For LLC’s Corporations, LTD’s:

- Articles of Incorporation from the Texas Secretary of State - (Certificate of Formation, Application for Registration, Certificate of Authority. A Certificate of Filing will not meet this requirement.
- Certificate of Good Standing - (Now known as a Franchise Tax Account Status from the Texas Comptroller’s Office) Upload a screenshot of the results with an “As of” date of no more than 3 months prior to the application submission date and an “Active” status.
- If a parent company holds part or whole ownership of the applying entity, upload a statement or diagram describing each level of ownership/management of the parent company(ies) up to a natural person (not another entity)

Additional requirements for:

Trusts:
- The instrument that created the Trust & Trust Agreement

General Partnerships:
- Partnership Agreement, signed & dated by all partners

Estates:
- The instrument that established the Estate

DBA/Assumed Names

If you will be using/operating under a DBA, you must provide the proof* of filing.

Sole Proprietors & General Partnerships:
Assumed Name Certificate from the County Clerk

All others: Assumed Name Certificate from the Texas Secretary of State

*Proof will be uploaded in ALECS during the application process.

This is a general checklist. For more detail, review Texas Administrative Code §83, the authority over application requirements.

*License fees are subject to change
** As of 01/2020 REG licenses are renewed in December annually regardless of when the license was acquired.