

## Escrow Agent License Change Approval Application Instructions

### CHANGES IN OWNERSHIP INTEREST

Oregon law under ORS chapter 696 requires Agency approval prior to any changes in ownership interest of an escrow agent. Refer to OAR 863-049-0045. The following items must be submitted to the Oregon Real Estate Agency to begin the approval process:

1. Application form. Complete the Escrow Agent License Change Approval Application Form in its entirety. The form also is available on the Agency's website at [https://www.oregon.gov/rea/Escrow/Pages/Escrow\\_Forms.aspx](https://www.oregon.gov/rea/Escrow/Pages/Escrow_Forms.aspx). The applicant is an individual who will hold more than five percent ownership interest in the escrow agency.
2. Documentation of experience. Signed resumé(s) of the individual(s).
3. Criminal records check. A criminal records check clearance application, fingerprint card and \$47 criminal records check fee must be submitted by any new Individuals who will hold more than five percent ownership interest in the escrow agency.

Please contact us if additional criminal records check clearance applications and fingerprint cards are needed.

***An Escrow Agent may only allow the change in ownership interest to occur upon written approval from the Agency.***

### CHANGES TO CORPORATE OFFICERS/INDIVIDUALS

Oregon law under ORS chapter 696 requires Agency approval of changes to corporate officers and individuals in charge of escrow operations of an escrow agent. Refer to OAR 863-049-0045. The following items must be submitted to the Oregon Real Estate Agency no later than five (5) business days after the change.

1. Application form. Complete the Escrow Agent License Change Approval Application Form in its entirety. The form also is available on the Agency's website at [https://www.oregon.gov/rea/Escrow/Pages/Escrow\\_Forms.aspx](https://www.oregon.gov/rea/Escrow/Pages/Escrow_Forms.aspx). The applicant is a corporate officer or individual who will be in charge of escrow operations.
2. Documentation of experience. Signed resumé(s) of the individual(s).
3. Criminal records check. A criminal records check clearance application, fingerprint card and \$47 criminal records check fee must be submitted by any new:

- Corporate officer who will be in direct control of escrow operations; and
- Individual who will be in direct control of escrow operations

Please contact us if additional criminal records check clearance applications and fingerprint cards are needed.

***An Escrow Agent must immediately remove any individual who is denied clearance by the Agency.***

If you have questions, please contact our Agency at (503) 378-4170.



# ESCROW AGENT LICENSE CHANGE APPROVAL APPLICATION FORM

Rev 02-2022

Real Estate Agency  
530 Center St NE Ste 100  
Salem OR 97301  
Phone: 503-378-4170  
www.oregon.gov/rea

SECTION A INSTRUCTIONS			
Return this completed change approval application to the Real Estate Agency. Refer to Escrow Agent License Change Approval Application Instructions for list of other items required as part of the license change approval application.			
SECTION B ESCROW AGENT INFORMATION			
Name of Escrow Agent (please print)		License Number	
Assumed Business Name (if any)		Main Office Phone	
Main Office Address		Main Office Fax	
Mailing Address (if different)		Fiscal Year End	
SECTION C AUTHORIZED CONTACT PERSON			
Identify a person to respond to Agency inquiries regarding this application and the applicant's escrow business.			
Name		Title	
Address (if different than main office)			
Daytime Phone	Fax	E-mail Address	
SECTION D OWNERS/OFFICERS/INDIVIDUALS			
Name each person who will have more than five percent ownership interest in the escrow agency, the corporate officers and individuals who will be in charge of escrow operations. Attach an additional sheet, if necessary. Each of these individuals must complete a criminal records check application.			
1	Name	Capacity & Title	Daytime Phone
2	Name	Capacity & Title	Daytime Phone
3	Name	Capacity & Title	Daytime Phone
SECTION E CURRENT OWNERS/OFFICERS/INDIVIDUALS TO BE REMOVED			
Name/Title		Name/Title	
SECTION F AUTHORIZED SIGNATURE			
I certify under penalty of law that all information in this application is complete and correct to the best of my knowledge and that I have the authority to request this action. I understand that the escrow agent must immediately notify the Real Estate Agency of any changes to information contained in this application or prior to any changes in the ownership of the business.			
Name of Authorized signer		Title	
Signature of Authorized signer		Date	