

ESCROW AGENTS' FIDELITY CORPORATION

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LOS ANGELES, CA 90064

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INSTRUCTIONS ON FORMS FOR THE E AFC CERTIFICATE PROGRAM

The **E AFC CERTIFICATE APPLICATION** (E AFC-C/A 9/2013) is a letter-size form consisting of four pages. The **STATUS NOTICE** (E AFC-S/N 9/2013) is a letter-size form consolidating employee transfers, terminations, and status changes into one form. Please consider these two forms as originals and you may copy them for your future needs. These are the current forms as of September 2013, please destroy earlier dated forms. **PLEASE NOTE THAT INCOMPLETE FORMS WILL NOT BE PROCESSED!**

CERTIFICATE APPLICATION

First Time Applicants: Send original certificate application, two (2) passport size (2"x2") color photos, and a check for \$50.00 within ten (10) days of hire. All employees are required to be "Live-Scanned." A copy of the employee's completed and executed Live-Scan Form must be submitted to E AFC. Live-Scan forms are available on the DBO web-site www.dbo.ca.gov/forms/doc/DBO-ELBC8018.pdf, Adobe Acrobat 7.X required) or from E AFC. **Please be advised that the DOJ will report all CRIMINAL HISTORY, including those convictions that were subsequently Expunged. Failure to disclose a conviction, as specified in item 16 of the application, will require that E AFC DENY your application.**

Re-Application: Employees who were previously Certified by E AFC, but who have not been employed by a member for the preceding twelve months must reapply within two years of the last day worked for a member to be considered a re-application. Fees: re-application (more than 2 years) \$50.00, re-application (more than 1 year, less than 2 years) \$25.00. If an individual's Certificate has been inactive for more than five (5) years, they are required by E AFC to be "Live Scanned." A copy of the employee's completed and executed Live-Scan Form must be submitted to E AFC along with two (2) passport size color photos. Any employee whose certificate was denied or revoked may file a re-application after twelve (12) months from the date of the E AFC Final Decision, provided the employee has satisfied all prior E AFC arbitration awards.

Temporary or Freelance Individuals includes those who: 1) work for more than one E AFC member on a temporary or freelance basis, or 2) listed with a temporary agency. Temporary or freelance individuals must re-apply every two years. Disregard questions #13 and #15. Fees: application \$50.00, two year re-application \$10.00.

STATUS NOTICE

For a **transfer employee**, check the **TRANSFER** block and complete the form. Please return the Status Notice and \$10.00 to E AFC within ten (10) days of hire.

When an **employee terminates**, check the **TERMINATION** block and complete the form (including the hire date). Please return the Status Notice only to E AFC within ten (10) days of termination.

For a **change of name, position, address, or office location** of your employee, check the **STATUS CHANGE** block and complete the form. Please return the Status Notice only to E AFC within ten (10) days of any change.

If you have any questions, please feel free to contact the Certificate Administrator at 310/477-0044.
E AFC-INSTRUCTIONS 9/2013