

ESCROW AGENTS' FIDELITY CORPORATION
11150 W. OLYMPIC BOULEVARD, SUITE 840, LOS ANGELES, CA 90064
TEL: 310/477-0044 FAX: 310/477-0005

CERTIFICATE PROGRAM COMPLIANCE REQUIREMENTS

Submit all EAFC forms within ten (10) days of hire.

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

FIRST TIME EMPLOYEES

Certificate Application only, Completed and Executed Live Scan Form*, two (2"x 2") Passport Size Color Photos, and a \$50.00 Check.

*Live Scan forms are available on the EAFC website: www.eafc.org

*(Please be advised that the DOJ will report all **CRIMINAL HISTORY**, including those convictions that were subsequently **Expunged or Dismissed**. Failure to disclose a conviction, as specified in item 16 of the application, will require that EAFC **DENY** your application.)*

RETURNING EMPLOYEES (Employees previously certified by EAFC)

Inactive less than 1 year: Status Notice of Transfer only and a \$10 Check.

Inactive 1 year but less than 2 years: Certificate Application only and a \$25 Check.

Inactive over 2 years but less than 5 years: Certificate Application only and a \$50 Check.

Inactive 5 years and over: Certificate Application only, Completed and Executed Live Scan Form, two (2"x 2") Passport Size Color Photos, and a \$50.00 Check.

STATUS NOTICE FORM INSTRUCTIONS

1) **Transfer Employee**, check the **TRANSFER** block and complete the form. Please send the original Status Notice with a \$10.00 Check to EAFC.

2) **Terminated Employee**, check the **TERMINATION** block and complete the form (including the hire date). Please send the Status Notice Form to EAFC, a copy is accepted. (No Fee)

3) **Change of Name, Position, Address, or Office Location** of your employee, check the **STATUS CHANGE** box and complete the form. Please send the original Status Notice Form to EAFC. (No Fee)

These are the current forms as of March 2025, please destroy earlier dated forms.