



Owner/Officer/Branch Manager Change Form

Please fax the completed Owner/Officer/Branch Manager Change Form to (717) 787-8773 or email to ra-asklicensing@pa.gov

The Department of Banking and Securities requires all designated owners, officers and/or office managers to obtain National Criminal History Record Information (Fingerprint Cards) and Pennsylvania Criminal Record Checks.

Office Location:

Company Name:

License Number:

Street:

City:

State:

Zip:

Owner/Officer/Branch Manager Name:

First Name:

Middle Initial:

Last Name:

Social Security Number:

Date of Birth:

Residential Street Address:

City:

State:

Zip:

Telephone #:

Cell Phone #:

Email Address:

Effective Date of Change:

Title:

Has the officer, director, officer, owner, partner, member or manager identified on this form ever been convicted of, pled guilty to, or pled nolo contendere (no contest) or given a diversionary sentence in lieu of conviction to any felony in this Commonwealth or anywhere else?

No Yes – Please attach a sworn, notarized affidavit explaining the details.

Identify the person to be contacted in the event questions arise concerning this officer change.

Name:

Title:

Telephone #

Fax #:

Email Address:

SIGNATURE AND TITLE OF AUTHORIZED PERSON:

Name:

Title:

I understand by submitting this **Owner Officer Branch Manage Change Form**

I am agreeing to be bound by the following declaration: **"I declare that all of my answers on this Owner Officer Branch Manage Change Form are complete, true and correct.**

I make this declaration subject to the penalties of 18 PA.C.S. § 4904 relating to unsworn falsification to authorities."

Signature of Authorized Person:

The Pennsylvania Department of Banking and Securities (“the Department”) regulates the financial service industry in Pennsylvania and requires license applicant(s) to complete a Pennsylvania State Police criminal background history check and an FBI Fingerprint Check when applying for licensure.

Please review the following requirements and conditions for the Pennsylvania Check:

1. Each applicant or control person listed on the license application must complete an online criminal background history check using the Pennsylvania Access to Criminal History (PATCH) located at <https://epatch.state.pa.us>
2. **ALL CRIMINAL HISTORY REQUESTS MUST BE DATED WITHIN 30 DAYS OF SUBMISSION OF THE APPLICATION**
3. Cost of the online criminal background history check is \$22.00 for each request and is payable through PATCH by credit card.
4. Please select **Company Request** under Requestor Details
5. When completing the application, the “Personal Information” section of the PATCH application must contain identifying information for the Department to ensure the results of the criminal background history check are forwarded directly to this Department. **Results of the criminal background history check will not be accepted directly from the applicant and will only be accepted from PATCH.** Below is the information that **must** be entered in the **“Company Details”** section of the PATCH application:

Reason for Request: Employment

Company Name: PADOBS

Company Address Line 1: Market Square Plaza

Company Address Line 2: 17 N 2nd St Ste 1300

City: Harrisburg

State: PA

Zip: 17101

Phone Number: (717) 787-3717

Below is the information that **must** be entered in the **“Company Contact Details”** section of the PATCH application:

First Name: NonDepository

Last Name: Licensing

Email Address: RA-BNBackgroundCheck@pa.gov

After completing the “Personal Information” section of the PATCH application, navigate to the “Record Check Request Form” section of the application and enter the information of the applicant or control person. Although not required by PATCH, **it is a requirement of the Department to provide your Social Security number in the “Record Check Request Form” section of the application.**

6. After making payment for the criminal background history check, you will be provided with a “Request Results” page which **must be** provided to the Department to verify the background history check was completed and to track the results of any “No Record” responses. **Print** the “Request Results” page and send it with the other state specific information. The “Request Results” page will contain your First and Last name as you typed them into the system, the date that you submitted the request and a control number.

In addition to the Pennsylvania State Police criminal background history check, all applicants are also subject to a search of the national criminal history database via an **FBI Fingerprint Check**.

Please review the following requirements and conditions for the FBI Fingerprint Check:

ALL CRIMINAL HISTORY REQUESTS MUST BE DATED WITHIN 30 DAYS OF SUBMISSION OF THE APPLICATION

Available to Pennsylvania residents and those working in the Commonwealth of Pennsylvania:

- To Schedule your ten-minute fingerprint appointment, simply click on the link associated with your license type below:

[Collector Repossessor](#)

[Consumer Discount Company](#)

[Installment Seller](#)

[Sales Finance Company](#)

PLEASE BRING ONE OF THE IDENTIFICATION DOCUMENTS FROM THE LIST BELOW TO YOUR ENROLLMENT APPOINTMENT:

- ✓ Driver's License issued by a State or outlying possession of the U.S.
- ✓ Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ✓ ID card issued by a federal, state, or local government agency or by a Territory of the United States
- ✓ State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- ✓ Commercial Driver's License issued by a State or outlying possession of the U.S.
- ✓ Canadian Driver's License
- ✓ Department of Defense Common Access Card
- ✓ Employment Authorization Card/ Document (I-766) with Photo
- ✓ Foreign Driver's License (Mexico and Canada only)
- ✓ Foreign passport
- ✓ Military Dependent's Identification Card
- ✓ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ✓ U.S. Coastguard Merchant Mariner Card
- ✓ U.S. Military Identification Card
- ✓ U.S. Passport
- ✓ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- ✓ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- ✓ Uniformed Services Identification Card (Form DD-1172-2)

IdentiGO locations are updated regularly.

Non-Resident Cardscan Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Pennsylvania and/or Pennsylvania residents physically unable to visit an IdentoGO location. To complete the process, applicants must complete the following steps.

1. Obtain fingerprints on [FBI \(FD-258\) fingerprint card](#) and complete personal information fields on fingerprint card.
2. Click on the link associated with your license type on the previous page.
3. Click on the '**Submit A Fingerprint Card by Mail**' link and complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
4. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to IdentoGO using the mailing address provided during this pre-enrollment process.

DO NOT MAIL THE COMPLETED FBI CARD TO THE DEPARTMENT OF BANKING AND SECURITIES

Third Party Investigatory Background Checks: Each control person (including the qualifying individual) who does not or has not resided in the US for at least 5 years must provide an investigative background report. The report must be prepared by an acceptable search firm and submitted directly to the Department in addition to other background information required in the application. At a minimum, the report must contain the following:

- A comprehensive credit report/history
- Civil court and bankruptcy court records for the past 5 years, including a search of the court data in the country(ies), states, towns where the individual resided and worked and in contiguous areas
- Criminal records for the past 5 years, including felonies, misdemeanors and violations including a search of court data in the countries, states, towns where the individual resided and worked and in contiguous areas.

Results of the background checks are not mailed to applicants. If there is a problem with the results of your background check you will be notified.

Applicant Notification and Record Challenge: *Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating the FBI identification record are set for the in Title 28, CFR, 16.34.*

All applicants undergoing a fingerprint-based FBI record check are required to be provided with an adequate written FBI Privacy Act Statement and a written notice of the procedures for accessing and amending an FBI identification record. As you may be aware, applicant notification is one of the most common audit findings among the Authorized Recipient's that are supported by FBI-approved channelers.

As a matter of information, the FBI Privacy Act Statement and the Noncriminal Justice Applicant's Privacy Rights brochure are available on the National Crime Prevention and Privacy Compact Council's public website. Both of these documents are available in English and in Spanish (on page 2 of each document).

Privacy Act Statement: <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

Noncriminal Justice Applicant's Privacy Rights: <https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights>