

Please complete the checklist prior to submission of the application. Failure to submit the necessary supporting documents may result in a delay or withdrawal of your application.

- Payment of non-refundable \$2,300.00 application via credit card** [www.arccorp.com/payment](http://www.arccorp.com/payment)
- Business Structure Documents** (submit the following documents as applicable)
  - For Corporation:** Certificate and Articles of Incorporation
  - For Limited Liability Company (LLC):** Certificate and Articles of Organization, LLC Operating Agreement
  - For Partnership:** Partnership Agreement
  - For Sole Proprietorship:** Fictitious Name Certificate
- A Financial Instrument** (bond, letter of credit or ARC Cash Security Deposit) is required **under the Legal Name of the Agent**. Financial Instrument amount must be at least \$20,000. For more details and instructions: <https://www2.arccorp.com/globalassets/forms/aas/doc300.pdf>
- Personal History Form(s)** signed and notarized: <https://www2.arccorp.com/globalassets/forms/personalhistoryform.pdf>. This form must be submitted for every owner, officer, director, partner, shareholder, member, LLC manager and Agency manager. For each personal history form, be sure to attach 1) a copy of a valid state ID or driver's license and 2) copy of valid proof of citizenship and/or authority to work in the U.S. (ex. passport, birth certificate, permanent resident card, work permit, etc.).
- Internal Revenue Service (IRS) confirmation letter or IRS Form W-9**
- Copy of valid business license(s) and/or permit(s)** - if one is not required for your city or jurisdiction, submit a notice stating so.
- If the agency operates outside the state in which the company was originally registered/organized, submit a copy of the **Certificate of Good Standing** (or equivalent) from the state where the agency operates.
- Bank Signature Card or Signed Notice from your financial institution** confirming the bank's name (letterhead), the bank account number and the names of all individuals with access to the bank account. All individuals listed must be added to the appropriate section of this application.
- Copy of **Lease or Title** for location business will operate from
- Prior year **tax filings** for business
- Financial Statement** of business (audited preferred)

If additional space is needed from a particular section of the application, submit the applicable continuation form(s):

Ownership of Applicant Continuation Form: <https://www2.arccorp.com/globalassets/forms/aas/cvr670.pdf>.

Affiliation with Another ARC Accredited Agency form: <https://www2.arccorp.com/globalassets/forms/aas/cvr673.pdf>.

Access to Bank Account and Traffic Documents form: <https://www2.arccorp.com/globalassets/forms/aas/cvr676.pdf>.

**Note:** ARC reserves the right to request additional documents deemed necessary to verify or investigate information provided in the Application.