



SELLER OF TRAVEL RENEWAL REGISTRATION

MAIL COMPLETED RENEWAL TO:
Seller of Travel Program
Office of the Attorney General
Department of Justice
300 South Spring Street, Suite 1702
Los Angeles, CA 90013-1230
website: <https://oag.ca.gov/travel>
email: sellers.travel@doj.ca.gov

PRINT OR TYPE

Registration Number (CST#): _____

1. Business Name: _____

Business Name as it will appear on the registration certificate

2. Type of Registration (Check only one):

Annual Renewal

Reinstatement (registrants who were previously withdrawn): _____
New Business Start Date

3.a. Renewing applicant's principal place of business (must be a physical location, not a P.O. Box or postal mail center):

Address (Street) _____ Email Address(es) _____

City, State, and Zip Code _____ Business Telephone _____

Country _____ Business Fax _____

List all Business URLs [Website Address(es)] _____

ARC Number _____ IATAN Number _____ CLIA Number _____

3.b. Complete information for all other business locations not already listed in 3.a.

(1) _____
Address (Street) _____ ARC Number _____ IATAN Number _____ CLIA Number _____

City, State, and Zip Code _____ Telephone _____

Business Name(s)/DBA(s) _____

(2) _____
Address (Street) _____ ARC Number _____ IATAN Number _____ CLIA Number _____

City, State, and Zip Code _____ Telephone _____

Business Name(s)/DBA(s) _____

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

3.c. Renewing applicant's mailing address or postal mail center (if different from 3.a.):

Address (Street) _____

P.O. Box/Postal Mail Center _____

OR

City, State, and Zip Code _____

Country _____

City, State, and Zip Code _____

Country _____

4. Fictitious Business Name (if any):

(1) _____
Fictitious Business Name (DBA)

(2) _____
Fictitious Business Name (DBA)

(3) _____
Fictitious Business Name (DBA)

(4) _____
Fictitious Business Name (DBA)

5. Provide complete information for the primary contact person:

Primary Contact Person Name _____

Position/Title _____

Email Address _____

Telephone _____

6. Names of all managers associated with the business or entity (if any):

(1) _____ (2) _____
Manager's Full Name Manager's Full Name

7.a. Type of entity (check one):

Corporation

California Secretary of State No.: _____ OR California Franchise Tax Board No.: _____

Is the corporation an issuer or subsidiary of an issuer of securities that are listed on a national securities exchange or designated as a national market system security?

YES, If YES, identify the exchange _____

NO

Limited Liability Entity

California Secretary of State No.: _____ OR California Franchise Tax Board No.: _____

Limited Liability Company (LLC)

Limited Liability Partnership (LLP)

Limited Partnership (LP)

Sole Proprietorship

General Partnership

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

7.b. Ownership (check ONLY one):

- Owner is a Sole Proprietor, Corporation, Limited Liability Company, Partnership
- Trustee - (List all Trustees if Owner is a Trust.)
- Parent Entity Ownership - Owning 10% or more of business. (List name of parent entity.)
- Power of Attorney - (Attach Power of Attorney document.)

7.c. A natural person's information, not a business entity, must be listed below.

(1)

Full Name _____		Position/Title _____
Residence Address (Street) _____		Owner's Personal Email Address _____
City, State, and Zip Code _____	Country _____	Residence Telephone _____
Driver's License Number _____	State _____	Date of Birth _____
Social Security Number/Other National ID Number _____		State or Country of Issuance (If Other National ID) _____

(2)

Full Name _____		Position/Title _____
Residence Address (Street) _____		Owner's Personal Email Address _____
City, State, and Zip Code _____	Country _____	Residence Telephone _____
Driver's License Number _____	State _____	Date of Birth _____
Social Security Number/Other National ID Number _____		State or Country of Issuance (If Other National ID) _____

7.d. Is the Owner a Business Legal Entity (Parent Company)?

- YES, If YES, list name of Parent Company and submit one officer's information below.
- NO

(1)

Name of Parent Company _____		
Full Name _____		Position/Title _____
Residence Address (Street) _____		Owner's Personal Email Address _____
City, State, and Zip Code _____	Country _____	Residence Telephone _____
Driver's License Number _____	State _____	Date of Birth _____
Social Security Number/Other National ID Number _____		State or Country of issuance (If Other National ID) _____

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

8.a. Has any judgment, order, plea of no contest, or any criminal conviction ever been entered against the renewing applicant, any owner or principal, or any other seller of travel owned or managed by any owner or principal of the renewing applicant, or the renewing applicant itself? Include anyone listed in Questions 7.c. and 7.d.

- YES, If YES, complete question 8.b.
 NO

8.b. If the answer to Question 8.a. is YES, then provide the following information for each such person or entity:

Name of Seller of Travel, Owner, or Principal

Name of the Court or Admin. Agency rendering the Judgment, Order or Conviction

Docket Number

Date of Judgment or Order

Describe the nature of the case/judgment:

9. Financial requirement pursuant to sections 17550.15 and 17550.16:

Choose **only ONE** option by checking the corresponding box:

- OPTION 1: Trust Account.** Include all trust accounts, including accounts held by additional business locations and/or DBA locations.

Attach Form 300 if an officer or employee is designated to manage the trust account.

Trust Account Number

Bank Name

Trust Account Name (As shown on bank records)

Bank Address (Street)

City, State, and Zip Code

- OPTION 2: Surety Bond.** Provide the following information for your qualifying Surety Bond.

Surety Bond Issuer

Amount of Bond

Surety Bond Number (Policy Number)

Expiration Date

- OPTION 3: Consumer Protection Deposit Plan.**

Attach the letter from the Plan Administrator showing your participation in this plan.

- OPTION 4: Credit Card Transactions.**

Attach the Seller of Travel Affidavit, Form 750.

- OPTION 5: Exemption. (If a selection of OPTIONS 1 - 4 has been made do not complete OPTION 5.)**

(a) Do you sell travel services to consumers located in California and **only** from business locations within California?

- YES
 NO

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

(b) Do you forward all passenger funds, without offsetting or reducing the amount, to any of the following: (1) the travel provider, (2) the Airlines Reporting Corporation ("ARC"), (3) the trust account identified in the registration of the seller of travel to whom the funds are forwarded, or (4) a registered seller of travel who maintains a valid exemption from the trust/bond requirement (and a copy of the registration is maintained)?

YES

NO

(c) Are you an ARC-appointed agent in good standing?

YES, If YES, all ARC numbers for each location must be entered in questions 3.a. and 3.b.

NO

(d) If you sell air transportation, is it sold only pursuant to your role as an ARC-appointed agent?

YES

NO

(e) Have you been in business under the same ownership over the last three years? For purposes of this question only, the following are not considered changes in ownership: (1) any structural change to the type of entity, such as from a corporation to a partnership, not involving the addition of any new ownership interest; (2) The deletion of any owner or ownership interest.

YES

NO, If NO, was the business acquired or formed by a registered seller of travel that had been in business for at least or 3 years?

YES NO

(f) Do you provide only retail travel services (i.e. sell only to the general public and not to other travel agencies)?

YES

NO

(g) Is your Seller of Travel registration current?

YES

NO

(h) Are you a Travel Consumer Restitution Fund (TCRF) participant in good standing?

YES

NO

NOTE: There is a special exemption for foreign tour operators who are also required to make particular disclosures. If you are a foreign tour operator, be sure to review the section 17550.16(a)(7) to ensure compliance.

10. Does or will the renewing applicant sell, market, or distribute "travel certificates?"

YES, If YES, attach a copy of the travel certificate.

NO

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

11. Does or will the renewing applicant sell membership discount travel to the general public, as defined in 17550.27?

YES, If YES, please note that a \$100,000 bond is required and must be submitted.

NO

12. Does or will the renewing applicant have independent agents as defined in section 17550.20(g)? Applicant must submit a list of independent agents by email at sellers.travel@doj.ca.gov in an Excel format as described in the instructions.

YES

NO

13. Is the renewing business a participant in the Travel Consumer Restitution Corporation (TCRC) Fund?

YES, If YES, provide **TCRC Control Number:** _____

Note: Your TCRC control number must be provided here in order to complete the registration process.

NO, If No, check all that apply:

a. Renewing applicant does not do business or advertise to persons located in California, including by internet advertisement, but has a location in California.

b. Renewing applicant's principal place of business is outside of California.

c. Renewing applicant has no location or agent in California.

d. Renewing applicant is neither an issuer nor a subsidiary of an issuer of securities that are listed on a national securities exchange or designated as a national market system security.

See instructions to determine if TCRC is required. You may visit TCRC's website at www.tcrcinfo.org or call (530) 809-4220 to learn more on how to apply. The TCRC and the Attorney General's Seller of Travel Program are separate entities and require separate applications and payment.

IMPORTANT INFORMATION

Fees: Include your registration fee of \$100 per location. If applicable, submit a late fee payment with the renewal. Fees are payable to the Department of Justice. See instructions for more information regarding fees. **Do not pay** your seller of travel registration fees from any trust account. A check issued upon the trust account will be rejected.

All fees are non-refundable even if a seller of travel registration is not issued.

Your registration will not be complete until the Seller of Travel Program has issued a valid Seller of Travel Acknowledgment of Registration letter which includes a Seller of Travel Certificate. Registrants are required to provide written notice within ten (10) days prior to any material change.

Make a copy of this completed renewal packet for your records.

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

RENEWAL DECLARATION

and

AUTHORIZATION FOR EXAMINATION OF BUSINESS RECORDS

Authorization for Examination of Business Records:

1. I hereby irrevocably agree that the Attorney General, district attorneys, and their representatives, upon written request, have the right to examine and copy any and all business records pertaining to the above-mentioned travel business, wherever those records may be held, including financial institutions, credit unions, service providers, carriers, other sellers of travel, the Airlines Reporting Corporation (ARC) and International Association of Travel Agents Network (IATAN). Business records pertaining to the above-referenced travel business include, but are not limited to: trust accounts, escrow accounts or bonds; claimed exemption(s) from the trust accounts, escrow accounts or bond requirements; travel business accounts; accounts used for travel business transactions; accounts to which trust funds or consumers' funds have been deposited; ledgers and canceled checks.

2. This irrevocable authorization is made as required by sections 17550.15(f)(2), 17550.21(g)(4) and 17550.21(h), for the purposes of the Seller of Travel Law (Sections 17550 et seq.) and remains in effect as long as the seller of travel, financial institution, or other custodian of records retains records.

Each owner, officer, member or principal listed in Questions 7.c. and 7.d. is required to sign below. A manager is not permitted to sign.

I declare under penalty of perjury under the laws of the State of California that all of the information provided in answer to questions 1-13 of the Registration Renewal is true and correct.

(1) _____
Print Name Signature

Position/Title City, State Date

(2) _____
Print Name Signature

Position/Title City, State Date

(3) _____
Print Name Signature

Position/Title City, State Date

(4) _____
Print Name Signature

Position/Title City, State Date

Attach additional pages as needed.

All statutory references are to the California Business and Professions Code.



SELLER OF TRAVEL RENEWAL REGISTRATION

Seller of Travel

Privacy Notice on Data Collection

As Required by Civil Code § 1798.17

Privacy Notice

Collection and Use of Personal Information. The Public Rights Division in the Department of Justice collects the information requested on this form as authorized by Government Code sections 11180, 11181, and 11182, and Business and Professions Code sections 17550 et seq. The Public Rights Division uses this information in its review of your application to register, renew, or update your registration as a Seller of Travel. (Bus. & Prof. Code, § 17550.1.) We may also use this information to investigate any alleged misconduct and in any law enforcement action based on that misconduct. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <https://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided.

Access to Your Information. You may review the records maintained by the Public Rights Division in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to review your registration application, renewal, or registration update as a Seller of Travel, we may need to share the information you give us with other government agencies. This may include sharing any personal information you gave us. We may also need to share the information to further any investigation of any claim against you by the Travel Consumer Restitution Corporation, or a government or law enforcement agency. In addition, some of your information, including the name of the business owner and the business's address, will be available and searchable on our website.

The information you provide may also be disclosed in the following circumstances:

- o With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- o To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact an analyst at the Seller of Travel Program at sellers.travel@doj.ca.gov or call (213) 269-6564. All records are maintained at the Los Angeles office at 300 S. Spring St., Suite 1702, Los Angeles, CA 90013.