

# INSTRUCTIONS

## Unclaimed Property Finder License Application

In order for your application to be processed,

### **ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**

with the application and required fee paid unless otherwise directed in writing from the Administrator

BEFORE COMPLETING THE APPLICATION PACKAGE, read each of the 7 steps below then follow the INSTRUCTIONS as they apply to you. This will aid you in accurately completing your application and reduce any delay in processing. THE APPLICATION WHICH YOU SUBMIT IS VALID FOR 90 DAYS FROM THE DATE OF RECEIPT. If you are issued a license, please be advised your license will expire three years from issuance. You must be at least 21 years of age to apply. Application fees (\$500) are not refundable. Completion of this application is consent for the Illinois State Treasurer to conduct a criminal background check.

Step 1: Complete Application Category Information in Part I.

- Application must be typed. Handwritten applications will not be accepted.

Step 2: Complete Identifying Information in Part II

- All information requested is required.
- Do not use Post Office Box for your mailing address

For each individual holding 10% or more Corporate Stock:

- All requested information is required.
- By completing this application you consent to the Illinois State Treasurer's Office performing a background check on each individual
- Note the number associated with each individual. This is the individual applicant number you will reference in Parts IV and V.

Step 3: Complete Record of Licensure in Part III

- List all professional licenses held for your business
- List all professional licenses held for each individual listed in Part II
- List the license status for each license, including if the license is expired or in a suspended status
- Some examples of professional licenses include, but are not limited to:
  - Attorney
  - Certified Public Accountant
  - Private Detective/Private Investigator
  - Certified Financial Planner
  - FINRA Licenses

Step 4: Answer each question in parts IV and V for each person identified in Part II. Note their applicant number

Step 5: The individual completing the form shall sign, under oath, on behalf of the business. Failure to sign the application will result in the denial of the application.

Step 6: Pay the \$500 application fee. Link to the payment portal can be found at #####

Step 7: Submit the completed application, all accompanying documentation, and proof of payment to: [Licensing@IllinoisTreasurer.gov](mailto:Licensing@IllinoisTreasurer.gov)

- Color copy of all applicant's government issued IDs
- Proof of Fidelity Bond
- Please allow up to 90 days for processing