

**PLEASE READ ALL INSTRUCTIONS**

**TITLE PLEDGE APPLICATION INSTRUCTIONS**

Enclosed is your Title Pledge Application. Please complete the entire application and applicable forms and return to the Department of Banking and Consumer Finance for processing. **You must submit the following with your application or the application will be returned to you. In the event your application is returned, the issuance of your license will be delayed.**

1. **License Fee:** For an initial application, submit a certified check or money order made payable to the Department of Banking and Consumer Finance in the amount of \$750.00. For renewal applications submit a certified check or money order in the amount of \$475.00. **We do not accept personal or company checks.**

2. **Surety Bond -** Applicant must submit a surety bond (form enclosed) made payable to the State of Mississippi in the amount of \$50,000.00 for each location (\$250,000.00 maximum based on locations). The surety bond must be issued by a bonding company or insurance company authorized to do business in Mississippi; **or** in lieu of a surety bond, applicant may submit bonds or other obligations of the United States or guaranteed by the United States or bonds or other obligations of the State of Mississippi, or of any municipal corporation, county, or other political subdivision or agency of the state of Mississippi, or certificates of deposit of national or state banks doing business in Mississippi in the amount of \$25,000.00 for each location (\$250,000.00 maximum based on locations). Please use the enclosed Deposit in Lieu of Surety Bond form.

For renewal applications, attach the original bond continuation certificate. (If submitting a Continuation Certificate with renewals, the Surety Bond form does not have to be completed.)

3. Attach the enclosed **Title Pledge Contact List**.

4. **Fingerprint card(s)** –Fingerprints must be made by a local law enforcement agency on the Enclosed fingerprint cards. If applicant is an individual or partnership, submit prints for each owner/partner. If applicant is a Limited Liability Company (LLC), submit prints on all members, if no more than five (5). If there are more than five (5) members, submit prints on the member authorized to sign on the behalf of the LLC and two other key policy making members. If applicant is a corporation, submit prints on the majority stockholder (owns more than 50%). If there is no majority stockholder, submit prints on all stockholders, if no more than five (5). If there are more than five (5) stockholders, submit prints on the stockholder authorized to sign on behalf of the corporation and two other key policy making stockholders. For renewal applications: Fingerprints are only required in the event of a change of ownership from the previous year. If you have any questions concerning the fingerprint cards, please call the Department’s Title Pledge Division at (601) 321-6916 or (800) 844-2499.

This application must be completed signed and notarized and all of the requested information attached or the application will be returned to you which will delay the licensing process. Please mail the completed application to:

**Mailing address:**

Department of Banking and Consumer Finance  
Attn: Consumer Division  
P.O. Drawer 12129  
Jackson, MS 39236-2129

**Overnight delivery:**

Department of Banking and Consumer Finance  
Attn: Consumer Division  
4780 I-55 North, 5<sup>th</sup> Floor  
Jackson, MS 39211