



# **APPLICATION FOR CERTIFICATE OF FINDER REGISTRATION**

Pennsylvania Fiscal Code Sections  
1301.11, 1301.11(a), 1301.11(b) and 1301.11(c)



## INSTRUCTIONS

# APPLICATION FOR CERTIFICATE OF FINDER REGISTRATION

All questions must be typewritten or written in black or blue ink. All answers must be legible. The Department will view illegible answers as blank answers. All questions must be answered completely. If an answer is not applicable, indicate as much.

All supplemental answers must include the number of the corresponding question.

**Question 1.** List the e-mail address and telephone number that will be used on your contracts unless you have a company.

**Question 2.** This question must only be answered if you are operating as a finder from a business. Please be advised that all individuals who operate as finders in Pennsylvania need to obtain a finder registration number even if they work for the same company. The finder registration number belongs to the individual not the business.

For example: five employees from ABC Finder Company operate as finders in Pennsylvania then five finder registration numbers must be issued. It does not matter where the employee is physically headquartered or where the claimants reside as long as the employee is in the business of finding property reported to Pennsylvania for claimants, they need to obtain a registration number.

**Question 3.** If you answered yes, you must provide the information requested.

**Question 4.** This includes a conviction or guilty plea in Pennsylvania as well as in another state or the federal jurisdiction. If the answer is yes, you must detail the crimes you pled guilty to or were convicted of as well as the circumstances surrounding the crimes. You may include any extenuating circumstances that you believe Treasury should take into consideration when evaluating your application.

**Question 5-7.** It is incumbent upon the applicant to answer these questions honestly. If an applicant is unsure if a plea or conviction in another jurisdiction is applicable, the applicant should still disclose on a separate sheet of paper the plea or conviction and the circumstances surrounding such conviction.

No applicant should fail to disclose pleas or convictions because they believe such pleas or convictions were cleared from their criminal record. Often the records are not officially cleared and are still part of your criminal record. Failure to disclose may result in a denial.

**Question 8.** An administrative agency is any agency of federal, state and local government that may investigate citizens for infractions of criminal or civil laws. For example, the Pennsylvania Department of State provides professional licenses and investigates infractions of both criminal and civil law. Such investigations must be disclosed.

**Question 9.** You must disclose the bankruptcy, make note of the circumstances surrounding the bankruptcy and the status thereof.

**Question 10.** You must provide your finder agreement contract. This must be the finder agreement contract you will use for all property held by the Pennsylvania Treasury Department. Please be advised it may be considered a violation of your registration if the agreement that you provide to your clients is different from the agreement submitted with your application and you failed to amend it with the Office of Investigations.

**Question 11.** These character references are a must.

## COMPLETED APPLICATION AND ACCOMPANYING FORMS

- You must include with your application the following:
  1. Application with all questions answers and all required supplemental sheets
  2. Recent full-face color photograph
  3. Copy of your driver's license or state issued identification card
  4. Original notarized character reference letters
  5. Copy of current contract that you used for Pennsylvania claimants
  6. Notarized Applicant Certification and Acknowledgement (last page of Application)

**TREASURY WILL ONLY EVALUATE AND PROCESS COMPLETE APPLICATIONS FOR REGISTRATION.**  
*Failure to completely answer questions or to provide supplemental information will cause your application to be deemed incomplete. Any incomplete applications will be returned to applicant without being processed.*

- **IF YOUR APPLICATION IS COMPLETE PLEASE SEND IT TO:**

Office of Investigations 127 Finance Building  
Harrisburg, PA 17120  
PH – 717.787-1606

### **For your information**

- It takes an average of 60 days for Treasury to evaluate applications.
- If you receive a registration, it must be listed on all claim forms with which you are associated.



## APPLICATION FOR CERTIFICATE OF FINDER REGISTRATION

Pennsylvania Fiscal Code Sections 1301.11, 1301.11(a), 1301.11(b) and 1301.11(c)

*Type or print using black or blue ink*

Pursuant to the Unclaimed Property Act, this Application for Certificate of Finder Registration (“Application”) is to be completed by any person wishing to engage in any activity for the purpose of locating, delivering, recovering, or assisting in the recovery of unclaimed property, and receive a fee, compensation, commission, or other remuneration for such activity. A separate form must be completed and submitted by each and every individual seeking to engage in this activity for compensation. Upon the filing of the Application, the Pennsylvania Treasury Department (“Treasury”) may investigate the applicant to verify the information provided and to determine the applicant’s eligibility for a Certificate of Finder Registration.

All questions must be completed. All supplemental answers provided to Treasury on separate sheets of paper *must be type written* and include the number of the corresponding question. **Please be advised that you must provide all required documentation before Treasury will begin processing your application.** Your application will not be deemed complete and ready for review unless all required documentation is provided.

**Note: Confidential personal information may be accessed by Treasury employees in order to process, review and/or approve or deny your Application. The information requested is required for the processing of your Application, and if such information is not provided, Treasury may stop processing and/or deny your Application. By submitting an Application, you are providing your consent for Treasury employees to access confidential personal information for this purpose.**

1 Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

3. If you are a Pennsylvania resident, have you worked or resided outside Pennsylvania at any time during the preceding ten (10) years? If yes, provide on a separate sheet of paper your residential addresses outside Pennsylvania and the names, addresses, and telephone numbers of the employers for whom you worked. Yes \_\_\_\_\_ No \_\_\_\_\_
4. During the ten (10) year period immediately preceding submission of this Application, have you ever pled guilty to or been convicted of a felony in Pennsylvania or any other jurisdiction. Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain on a separate sheet of paper the circumstances surrounding the conviction, which must be attached to this Application.
5. During the ten (10) year period immediately preceding the submission of this Application, have you ever pled guilty to or been convicted of the following theft or theft related offenses under 18 Pa.C.S. Chapter 39 or its equivalent if committed in another jurisdiction (including federal):
- |                                                                    |           |          |
|--------------------------------------------------------------------|-----------|----------|
| a. Theft by unlawful taking or disposition                         | Yes _____ | No _____ |
| b. Theft by deception                                              | Yes _____ | No _____ |
| c. Theft by extortion                                              | Yes _____ | No _____ |
| d. Theft of property lost, mislaid or delivered by mistake         | Yes _____ | No _____ |
| e. Receiving stolen property                                       | Yes _____ | No _____ |
| f. Theft of services                                               | Yes _____ | No _____ |
| g. Theft by failure to make required disposition of funds received | Yes _____ | No _____ |
| h. Unauthorized use of automobiles and other vehicles              | Yes _____ | No _____ |
| i. Retail Theft                                                    | Yes _____ | No _____ |
| j. Library Theft                                                   | Yes _____ | No _____ |
| k. Unlawful possession of retail or library theft instruments      | Yes _____ | No _____ |
| l. Organized retail theft                                          | Yes _____ | No _____ |
| m. Theft of trade secrets                                          | Yes _____ | No _____ |
| n. Theft of unpublished dramas and musical compositions            | Yes _____ | No _____ |
| o. Theft of leased property                                        | Yes _____ | No _____ |
| p. Theft of motor vehicle                                          | Yes _____ | No _____ |

If you checked yes to any of the theft related offenses above, please explain the circumstances surrounding the conviction or plea on a separate sheet of paper, which must be attached to this Application.

If you checked "no" to all of the offenses in 5, please read and initial after the following statement:

*I hereby attest under Section 4904 of the Pennsylvania Crimes Code and penalty of perjury that I have never been convicted or pled guilty to any of the above-mentioned theft offenses in Pennsylvania or any other jurisdiction. \_\_\_\_\_ initials*

6. During the ten (10) year period immediately preceding the submission of this Application, have you ever pled guilty to or been convicted of the following forgery or fraudulent related offenses as set forth in 18 Pa.C.S. Chapter 41 or its equivalent if committed in another jurisdiction (including federal):
- |                                                                                                       |           |          |
|-------------------------------------------------------------------------------------------------------|-----------|----------|
| a. Forgery                                                                                            | Yes _____ | No _____ |
| b. Simulating object of antiquity, rarity, etc.                                                       | Yes _____ | No _____ |
| c. Fraudulent destruction, removal or concealment of recordable instruments                           | Yes _____ | No _____ |
| d. Tampering with records or identification                                                           | Yes _____ | No _____ |
| e. Bad checks                                                                                         | Yes _____ | No _____ |
| f. Access device fraud                                                                                | Yes _____ | No _____ |
| g. Unlawful device-making equipment                                                                   | Yes _____ | No _____ |
| h. Deceptive or fraudulent business practices                                                         | Yes _____ | No _____ |
| i. Deception relating to kosher food products                                                         | Yes _____ | No _____ |
| j. Deception relating to certification of minority business enterprise or women's business enterprise | Yes _____ | No _____ |

- |                                                                                              |           |          |
|----------------------------------------------------------------------------------------------|-----------|----------|
| k. Commercial bribery and breach of duty to act disinterestedly                              | Yes _____ | No _____ |
| l. Rigging publicly exhibited contest                                                        | Yes _____ | No _____ |
| m. Defrauding secured creditors                                                              | Yes _____ | No _____ |
| n. Fraud in insolvency                                                                       | Yes _____ | No _____ |
| o. Receiving deposits in a failing financial institution                                     | Yes _____ | No _____ |
| p. Misapplication of entrusted property and property of government or financial institutions | Yes _____ | No _____ |
| q. Securing execution of documents by deception                                              | Yes _____ | No _____ |
| r. Falsely impersonating persons privately employed                                          | Yes _____ | No _____ |
| s. Copying; recording devices                                                                | Yes _____ | No _____ |
| t. Unlawful operation of recording device in motion picture theater                          | Yes _____ | No _____ |
| u. Insurance fraud                                                                           | Yes _____ | No _____ |
| v. Washing vehicle titles                                                                    | Yes _____ | No _____ |
| w. Trademark counterfeiting                                                                  | Yes _____ | No _____ |
| x. Identity theft                                                                            | Yes _____ | No _____ |

If you checked yes to any of the fraud related offenses above, please explain the circumstances surrounding the conviction or plea on a separate sheet of paper, which must be attached to this Application.

If you checked “no” to all of the offenses in 6, please read and initial after the following statement:

*I hereby attest under Section 4904 of the Pennsylvania Crimes Code and penalty of perjury that I have never been convicted or pled guilty to any of the above-mentioned forgery or fraudulent related offenses in Pennsylvania or any other jurisdiction.*  
 \_\_\_\_\_initials

7. During the ten (10) year period immediately preceding the submission of this Application, have you ever pled guilty to or been convicted of the following perjury, false swearing, fraud or other related offenses as set forth in 18 Pa.C.S. Chapter 49 or its equivalent if committed in another jurisdiction (including federal):

- |                                                                                      |           |          |
|--------------------------------------------------------------------------------------|-----------|----------|
| a. Perjury                                                                           | Yes _____ | No _____ |
| b. False swearing                                                                    | Yes _____ | No _____ |
| c. Unsworn falsification to authorities                                              | Yes _____ | No _____ |
| d. False alarms to agencies of public safety                                         | Yes _____ | No _____ |
| e. False reports to law enforcement authorities                                      | Yes _____ | No _____ |
| f. False reports of child abuse                                                      | Yes _____ | No _____ |
| g. Witness or information taking bribe                                               | Yes _____ | No _____ |
| h. Tampering with or fabricating physical evidence                                   | Yes _____ | No _____ |
| i. Tampering with public records or information                                      | Yes _____ | No _____ |
| j. Impersonating a public servant                                                    | Yes _____ | No _____ |
| k. Impersonating a notary public or holder of a professional or occupational license | Yes _____ | No _____ |
| l. False identification to law enforcement authorities                               | Yes _____ | No _____ |
| m. Failure to comply with registration of sexual Offenders requirement               | Yes _____ | No _____ |
| n. Failure to comply with registration requirements                                  | Yes _____ | No _____ |

If you checked yes to any of the fraud related offenses above, please explain the circumstances surrounding the conviction or plea on a separate sheet of paper, which must be attached to this Application.

If you checked “no” to all of the offenses in 7, please read and initial after the following statement:

*I hereby attest under Section 4904 of the Pennsylvania Crimes Code and penalty of perjury that I have never been convicted or pled guilty to any of the above-mentioned forgery or fraudulent related offenses in Pennsylvania or any other jurisdiction.*  
 \_\_\_\_\_initials

8. Did you act as a finder in Pennsylvania previous to the registration requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to number 8, please answer the following questions:

a. Did you ever violate the Pennsylvania Disposition of Abandoned and Unclaimed Property Act, including charging clients and/or unclaimed property claimants more than 15% of the value of property?

Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain the circumstances on a separate sheet of paper that must be attached to this application.

b. Have you ever been the subject of an investigation by a state, county or local administrative agency?

Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain the circumstances on a separate sheet of paper that must be attached to this application.

9. Have you or has your business filed for bankruptcy in the last ten (10) years? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain the circumstances and status of the bankruptcy on a separate sheet of paper that must be attached to this Application.

10. Please submit a copy of your unclaimed property finder contract that will be provided to claimants.

11. You must also provide Treasury with two character references along with a written statement from each. The written statements must be attached to this application and the character witnesses contact information must be completed below. Treasury may contact these witnesses when processing this Application. Please be advised that the character references may not include family members, current employees or subcontractors.

a. Character Witness Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

b. Character Witness Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

12. I understand the following:

Should I be granted a registration to act as an unclaimed property finder in Pennsylvania, I will faithfully follow the Disposition of Abandoned and Unclaimed Property Act (72 P.S. § 1301.1 et seq.), any unclaimed property regulations set forth in the Pennsylvania Code, and any Bureau of Unclaimed Property policies. I understand that by law my fee must not exceed of fifteen (15%) of the value of the unclaimed property. I further understand that Treasury will both investigate my application and, if I am approved for a registration, may initiate an investigation for any allegation or complaint of misconduct. I understand that Treasury may revoke my registration in accordance with the provisions of the Disposition of Abandoned and Unclaimed Property Act. \_\_\_\_\_(initials)

**Mail:** (1) Application, (2) recent full-face color photograph, (3) a copy of your driver's license or state issued identification card (4) original, notarized character reference letters from above-listed references, and (5) copy of a current contract that you will use for Pennsylvania claimants<sup>1</sup> to:

Office of Investigations 127 Finance Building  
Harrisburg, PA 17120  
PH – 717-787-1606  
Email – finderregistration@ptreasury.gov

### **Applicant Certification and Acknowledgement**

I do hereby certify that I have not, during the ten year period immediately preceding the submission of this application, violated, been convicted, or pled guilty to any crimes enumerated in Chapters 39, 41 or 49 in the Pennsylvania Crimes Code as specified above.

I further certify, under penalties of perjury, that all the information provided on this Application for Registration is true and correct, and all supporting documentation presented are original or true unaltered copies of the original documents. I acknowledge that any false or perjured statement may subject me to criminal liability under Pennsylvania Crimes Code Section 4904 and Sections 1301.25 of the Disposition of Abandoned and Unclaimed Property Act. I acknowledge that any false information, or the discovery of any disqualifying information, may be grounds for the denial or revocation of a certificate of registration.

I certify that I have read and will abide by the requirements of the **Disposition of Abandoned and Unclaimed Property Act**. I will hold the Commonwealth of Pennsylvania and Treasury Department, its officers and employees, harmless from any damages, losses, or claims of any kind resulting from my submission of this Application for Registration and any denial, or subsequent revocation, of the approval to engage in activities under the **Disposition of Abandoned and Unclaimed Property Act**, as well as any damages, losses, or claims of any kind arising from a finding that an agreement entered into pursuant to the **Disposition of Abandoned and Unclaimed Property Act** is invalid.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

State of \_\_\_\_\_

County of \_\_\_\_\_

This Application for Registration was signed, in my presence, by Applicant, and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Seal or Stamp*

\_\_\_\_\_  
*Notary Public Signature*

<sup>1</sup> Please be advised that any changes to your finder contract must be submitted as an amendment to your application for registration as long as you are a registered Pennsylvania finder.