

## REGISTRATION REQUIREMENTS

### **Creation of Online Account(s) in Licensing System** ([https://iowapl.force.com/IPLB\\_login](https://iowapl.force.com/IPLB_login))

1. The designated controlling person must create an account in the online licensing system.
2. Any direct, or indirect owner, of the AMC who owns over 10% of the AMC must create an account in the online licensing system.
3. Any other controlling person as defined in Iowa Code [543E.3\(11\)\(a-c\)](#) must create an account in the online licensing system.

### **Required Applications & Supporting Documentation Needed**

*Each individual named above has certain forms they must submit under their personal account in the licensing system. Application status must say “pending-internal review” or it has not been received/fully submitted.*

#### **1. Designated Controlling Person**

##### a. AMC Registration Application

- i. Fully completed [bond form](#) in the amount of \$25,000 (including POA portion)
- ii. Panel member exhibit for Iowa (or statement that there are no current panel members)
- iii. Supporting documentation for any disciplinary attestation question marked as “yes”
- iv. Certificate of Authority from the Iowa Secretary of State
- v. Ownership organization chart
- vi. Management organization chart
- vii. Supporting document for use of a fictitious or trade name (if applicable)

##### b. Controlling Person Supplemental Form Application

- i. Supporting documentation for any question marked as “no”

##### c. Background Packet Request Application

#### **2. Owners per #2 above**

##### a. Controlling Person Supplemental Form Application

- i. Supporting documentation for any disciplinary attestation question marked as “yes”

##### b. Background Packet Request Application

#### **3. Other controlling persons per #3 above**

##### a. Controlling Person Supplemental Form Application

- i. Supporting documentation for any disciplinary attestation question marked as “yes”

##### b. Background Packet Request Application