

Creating an Independent Agent List

Steps to create an independent agent spreadsheet:

1. You must enter the business name, seven-digit registration number (CST #) and today's date.
2. Enter each independent agent's name in a single cell. (Each cell can only contain one individual's name – two names in one cell will not be accepted).
3. Select Excel template: [Independent Agent Template, xlsx](#)
4. Save and attach to your email.
5. Email to: sellers.travel@doj.ca.gov

Business Name: ABC Sample Travel

CST #: 1231111

Date: 09/09/2018

First Name	Middle (optional)	Last Name	Street Address	Street 2 (optional)	City	State	Zip	Country	Telephone
John	Bobby	Smith	0000 Main St.	Suite 01	Los Angeles	CA	00000	United States	(123) 456-7890
Mary		Horton	1111 Main St.		New York	NY	00000	United States	(134) 567-8900
Alex	E	Fort	2222 Main St		St. Louis	MI	00000	United States	(111) 111-1111
John		Smith	0000 Main St.		Los Angeles	CA	00000	United States	(123) 456-7890
Mary		Horton	1111 Main St		New York	NY	00000	United States	(134) 567-8900
Alex	D	Fort	2222 Main St		St. Louis	MI	00000	United States	(111) 111-1111
John		Smith	0000 Main St.		Los Angeles	CA	00000	United States	(123) 456-7890
Mary		Horton	1111 Main St.		New York	NY	00000	United States	(134) 567-8900
Alex	C	Fort	2222 Main St		St. Louis	MI	00000	United States	(111) 111-1111
John		Smith	0000 Main St.	Apt 3	Los Angeles	CA	00000	United States	(123) 456-7890
Mary		Horton	1111 Main St.		New York	NY	00000	United States	(134) 567-8900
Alex	Z	Fort	2222 Main St		St. Louis	MI	00000	United States	(111) 111-1111
John		Smith	0000 Main St.	Apt 2783	Los Angeles	CA	00000	United States	(123) 456-7890
Mary		Horton	1111 Main St.		New York	NY	00000	United States	(134) 567-8900
Alex	A	Fort	2222 Main St		St. Louis	MI	00000	United States	(111) 111-1111
Jason		Ferts	222 Exit	Suite 283	Los Angeles	CA	00000	United States	(213) 471-1715
Larry	A	Viera	101 Collins Rd		Commerce	CA	00000	United States	(323) 269-9771