

STATE OF CALIFORNIA
**SELLER OF TRAVEL PROGRAM
REGISTRATION RENEWAL LETTER**



300 South Spring Street, Suite 1702
Los Angeles, CA 90013
Telephone: (213) 269-6564
Facsimile: (213) 897-8846
E-mail: sellers.travel@doj.ca.gov
website: <https://oag.ca.gov/travel>

February 23, 2018

Reg. No: CST#
Travel Agency
Street Address
City, State, Zip Code

**Renew By:
April 07, 2018**

You can register online. Go to <https://oag.ca.gov/travel> (this link is case sensitive, please type as shown). Select/click the "Online Registration" button.
Enter the Temporary Id xxxxx and the Pass Code xxxxx.

Dear Seller of Travel:

A Seller of Travel is required to complete and submit a renewal form to file annual renewals if the registration information provided has changed since the last filing (Bus. and Prof. Code 17550.21). Our records indicate that changes were made to your registration information from the last submitted registration application. Accordingly, you are required to complete a **Renewal Form**. A closed business is required to complete and submit a **Withdrawal Form 200**. All forms and instructions are available at the Seller of Travel website: <https://oag.ca.gov/travel/forms>. You may also renew online by following the instructions listed above.

You must include your **Registration Fee** (\$100 per location) check or money order made payable to the **Department of Justice** (Section 17550.21(b)). If the payment is not included with your renewal, your registration renewal will not be accepted for filing and late fees will accrue until such time as the registration fee is paid. There will be a late fee of \$5 a day up to a maximum of \$500 if your renewal application is postmarked after the due date appearing on the top right-hand corner of this letter.

After filing the renewal, if a change in the information on file occurs prior to the expiration of your annual registration then you must file an amendment with the Seller of Travel Program. A transfer of ownership must be filed at least ten days prior to the effective date. Other changes require submitting an Amendment within 10 days of the change.

If you have any questions regarding this notice, you may call our office at **(213) 269-6564** or email us at sellers.travel@doj.ca.gov.

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Enclosure

Check list:

- Completed and signed Renewal Form.
- TCRC status for current year updated, if applicable. (**NOTE: TCRC renewal due one month prior to SOT renewal date.**)
- Registrants who maintain a surety bond must provide proof that the bond is current and in good standing.
- Fees payable to Department of Justice included. All fees are non-refundable even if a seller of travel registration is not issued.
- Mail forms and fees to Seller of Travel Program, Department of Justice, 300 S. Spring St., Suite 1702, Los Angeles, CA 90013.