

## **BankNet Self-Registration Request**

### **Notarized Form - Instructions**

External attorneys, external consultants or unaffiliated individuals seeking to file an application for a new OCC institution<sup>1</sup> or to file a change in bank control notice through the OCC's Central Application Tracking System (CATS) must:

1. Complete the attached notarized form
2. Submit the notarized form to:  
OCC Licensing  
400 7<sup>th</sup> St., S.W.  
Washington, D.C. 20219
3. Complete and submit the BankNet Self-Registration request on [BankNet.gov](https://www.banknet.gov).

Once you complete and submit the BankNet self-registration form, you will receive an e-mail<sup>2</sup> asking you to verify your e-mail address. The OCC will review the information provided in the self-registration and notarized forms and notify you via e-mail whether the request has been approved or denied. If approved, you will receive two subsequent e-mails, one containing your username and the other containing your initial password and BankNet access instructions.

If you have any questions, please contact the BankNet HelpDesk at (800) 641-5925.

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<sup>1</sup> New OCC institutions include: a new national bank, federal savings association or federal branch or agency; and conversion from a non OCC-regulated institution to an OCC-regulated institution.

<sup>2</sup> The e-mail will be sent to the e-mail address provided during the self-registration.

