

Updated 3.31.17 kmw

**Telephone Application:**

1. Applicant contacts La Cap at (800) 522-2748 and dials ext. 2308 for Dominee Watson. Dominee is the La Cap loan processing for the SGS Tankerman Career Academy Loans and will take the loan application.
2. If you cannot reach Dominee and you want to apply via phone, tell the La Cap representative that you want to apply for an "SGS Tankerman Career Academy Loan." This step is important, as you will be applying for the wrong loan if you don't make this clear with the representative.
3. La Cap will take your application over the phone, asking for your name, address, social security number, etc. A credit check will be run by La Cap; you will be asked for permission to pull your credit report.
4. If the credit check is successful, you may be pre-approved for a TCA loan. If La Cap determines that you need a co-signer, the co-signer must contact La Cap using the same phone number and extension noted above under step #1.
5. The next step is to submit a signed **Privacy Act Release Form** directly to your TCA recruiter via FAX or email which will allow La Cap to release information regarding your loan approval.
6. Your TCA recruiter will contact La Cap for confirmation and schedule you for an interview.

**Online Application:**

1. Go to LaCap website: [www.lacapfcu.org](http://www.lacapfcu.org). Under Type of Loan, select Petroleum Services.



2. Complete the online application.
3. If you are pre-approved for a TCA loan, you must submit a signed **Privacy Act Release Form** directly to your TCA recruiter via FAX or email which will allow La Cap to release information regarding your loan approval.
4. Your TCA recruiter will contact La Cap for confirmation and schedule you for an interview.

**PLEASE NOTE: It's important that you only get "pre-approved" for the loan. Do not take out the loan at this time. Loan approvals are only good for 30 days. Once expired, you will be required to reapply.**