



COLLECTION AGENCY SUPPLEMENT LICENSE APPLICATION

Application is hereby made for a license to engage in the business under the laws of the State of Arizona relating to the establishment and operation of Collection Agencies, Arizona Revised Statutes (A.R.S.) Title 32, Chapter 9, Section 32-1001 to 32-1057 and Arizona Administrative Code (A.A.C.) Title 20, Chapter 4, Article 15, Section R20-4-1501 to R20-4-1530.

1. Bond Calculation

As per A.R.S. Section 32-1021 (B)(2): A bond in the form provided in Section 32-1022, computed on a base consisting of the gross annual income of the licensee generated from all business transacted in this state by the licensee during the preceding year, in the minimum amount as follows:

Table with 2 columns: Base, Minimum Bond. Rows include income brackets from 'Not over \$250,000' to '\$750,001 and OVER' with corresponding bond amounts from \$10,000 to \$35,000.

2. Active Manager

If applicant is other than an individual, the individual in active management who has primary responsibility for the business to be conducted by the applicant.

Name:

Address:

City: State: Zip:

Is the active manager also an officer, director or partner of applicant? Circle YES or NO --> If YES, please identify individuals title: YES NO

Is active manager a U.S. Citizen? YES NO

Does the active manager have practical experience in the collection agency business? YES NO

Active Manager to complete biographical statement and background check. See links below:

Biographical Statement Background Check

Please detail Sole Proprietor/Active Manager's experience. (Use separate sheet if necessary)

3. Affidavit

- (a) I have read and understand the items and instructions on this form;
(b) My answers (including attachments) are true and complete to the best of my knowledge;
(c) I understand that I am subject to administrative, civil or criminal penalties if I give false or misleading answers;
(d) I authorize all my current and former employers, law enforcement agencies, and any other person(s) to furnish to any jurisdiction, or any agent(s) acting on its behalf, any information they have, including without limitation my creditworthiness, character, ability, business activities, educational background, general reputation, history of my employment and, in the case of former employers, complete reasons for my termination;
(e) I have read and understand applicable federal and state law, and will be in compliance at all times;
(f) I promise to keep the information contained in this form current and to file accurate supplementary information on a timely basis;
(g) I understand that this form has to be signed by one of the owners or officers that has submitted their personal paperwork to the Arizona Department of Financial Institutions.

Signature of Individual

Printed Name

Date (MM/DD/YYYY)



Collection Agency Supplement License Application Check List

- One check for the \$1,500 non-refundable application fee.
- Original Surety Bond set at \$10,000 - \$35,000 as calculated in 1. of this supplement application (signed and notarized by surety and applicant).
- Provide a business plan that includes the following information; a) Executive Summary; b) Company Description; c) Organization & Management; d) Service or Product Line; e) Marketing & Sales; f) Financial Projections.
- If you are applying for branch licensing, you must enclose a non-refundable application fee of \$500 for each branch being licensed (AZ location only).
- Bond (Bond Form is located in the new application forms section for the collection agency. Form must be Signed And Notarized By Surety And Applicant).

[Bond Form](#)

- Fictitious Names Report (Report is located in the required reports section for the collection agency. Report must be signed and dated.)

[Fictitious Names Report](#)

**DID YOU REMEMBER TO:**

- Answer ALL blanks, questions or statements AND if not applicable use "NONE" or "N/A"?
- Legibly print or type all information on all documents?
- Staple each individual set of forms together?
- Properly label attachments to correspond with the applicable document and document inquiry?
- Sign all documents where applicable?
- Make copies of the completed Application packet and Supplement License Application for your records?
- Include all documents required before submitting Application and Supplement License Application packet?
- Enclose payment for the appropriate application fee for your license type (make checks payable to AZDFI)?