



## Collection Agency Supplement License Application Instructions

Supplemental License Application instructions for license under Arizona Revised Statutes 32–1001 et Seq. and Arizona Administrative Code (A.A.C.) Title 20, Chapter 4, Article 15, Section R20-4-1501 to R20-4-1530.

The enclosed supplemental license application package is to be used by all applicants: individuals, partnerships, corporations or business trusts. Until the Superintendent of Financial Institutions has issued the license to you, you cannot conduct the activity of a Collection Agency as defined in Arizona Revised Statutes 32–1001.

**Financials:** A current unaudited financial statement must accompany this application.

**Qualifications:** The individual applicant or, if the applicant is other than an individual, the individual who will be the Active Manager of the applicant shall: a) Be a citizen of the United States and be of good moral character; b) Not have been convicted of a crime involving moral turpitude; c) Not have defaulted on payment of money collected or recived for another; d) Not have been a former licensee under the provisions of the Collection Agency Code whose license was suspended or revoked and not subsequently reinstated.

**Fictitious Names Report:** This form must be signed by the Active Manager, dated and completely filled out. If no fictitious names are used, so state. If fictitious names are used, the bottom portion must be completely filled out with the names, dates used and true home and mailing addresses.

**License Expires:** Once the license has been approved and issued, you will need to submit your renewal application on or before January 1 each year.