



CHAPTER 396, Texas Finance Code

RENEWAL APPLICATION

PART ONE

1. Registration number: _____

2. Agency name: _____

3. Trade names or assumed names of the agency, if it is doing business in this state under a different name:

4. Person responsible for questions about:

This renewal application:

Name: _____

Title: _____

Telephone number: _____

Fax number: _____

E-Mail: _____

Complaints:

Name: _____

Title: _____

Telephone number: _____

E-Mail: _____

5. Agency's principal business office:

Street address: _____

City, state, and zip code: _____

Telephone number: _____

Fax number: _____

PART TWO

INSTRUCTIONS: Please check either "yes" or "no" in response to the following questions regarding changes since the initial application or last renewal. **IF THERE HAVE BEEN ANY CHANGES, PLEASE PROVIDE THE REQUESTED INFORMATION (Note that a response to the following does not constitute compliance with any separate statutory notice or reporting requirement):**

1. Have there been any changes in any principal owner, officers, directors, or person owning or controlling 25% or more of the agency, since the initial application or last renewal?

Yes No

If yes, please explain changes on a separate sheet of paper, and include the name, title, physical business address, mailing address, business telephone number, fax number, website address, email address and percentage of ownership interest.

2. Has a state or other governmental agency denied, initiated any enforcement action (For example: Cease and Desist Order; Memorandum of Understanding; or Consent Agreement) revoked, suspended, or refused renewal of a license registration or certificate held by the agency since the initial application or last renewal?

Yes No

If yes, provide the name(s) of the state or other governmental agency, telephone number, and license or certificate number on a separate sheet of paper. Additionally, provide a full explanation of the denial, enforcement action, revocation, suspension, or refusal of certification renewal. Provide a copy of the findings from any supervisory enforcement actions for the previous five years.

3. Has there been any material litigation involving the agency or any person owning or controlling 25% or more of the agency since the initial application or last renewal? Material litigation means litigation that, according to generally accepted accounting principles is deemed significant to any agency's financial health and would be required to be referenced in its annual audited financial statements, report to shareholders or similar documents.

Yes No

If yes, provide a list containing information on each pending lawsuit, civil or criminal, involving the agency including the following: the parties involved; a synopsis of the facts alleged by each party; the nature of the action; the court in which the lawsuit is pending; and the amount in controversy. Do not include lawsuits filed on behalf of clients.

Provide a list containing the information required in the paragraph above involving any person owning or controlling 25% or more of the agency that is related to child support enforcement or may affect the agency.

Provide a list for the previous ten years of each judgment awarded against the agency or any person owning or controlling 25% or more of the agency and a statement as to whether an appeal is pending.

4. Has there been any felony indictment or criminal conviction of any principal owner, officer, director, or person owning or controlling 25% or more of the agency, since the initial application or last renewal?

Yes No

If yes, please explain on a separate sheet of paper.

5. Have there been any substantive changes to the business since the initial application or last renewal, if not previously provided?

Yes No

If yes, please explain on a separate sheet of paper.

6. Have there been any changes to the contract since the initial application or last renewal, if not previously provided?

Yes No

If yes, please provide both electronic and hard copies of the contract.

7. Has the agency, any principal owner, officer, director, or person owning or controlling 25% or more of the agency, filed a petition in bankruptcy or reorganization since the initial application or last renewal?

Yes No

If yes, please describe the proceedings on a separate sheet of paper, and provide a copy of the petition and a copy of the discharge, if applicable.

8. Has the agency, any principal owner, officer, director, or person owning or controlling 25% or more of the agency obtained a license registration or certificate issued by another state to engage in collection activities since the initial application or last renewal?

Yes No

If yes, provide a list containing the names of the agency, the primary regulatory contact person's name, address, telephone number, email address, license or certificate number, issue date, and current status of the license or certificate.

PART THREE

INSTRUCTIONS: Attach a certified financial statement for the agency labeled Exhibit A.

- A certified financial statement must be submitted for the agency's most recent fiscal year. If the end of the agency's most recent fiscal year was more than 120 days prior to submission of the application, an interim version of the financial statement is also required covering the period from the end of the most recent fiscal year to a date less than 120 days prior to submission. All amounts in the financial statement must be based on current market value denominated in United States dollars, and agree with any totals in the supplementary schedules.
- The Department supplied Business Financial Statement form can be used for the certified financial statement. All schedules must be completed. In addition to the financial schedules, you may wish to provide supplementary schedules for other items on the financial statement.
- The agency's chief financial officer or accountant must also submit a written certification that the financial statement is a true and correct statement of the agency's financial position.
- In addition, the Department specifically reserves the right to require up to five years of financial data from any agency as well as the filing of additional information and/or statements, such as Federal income tax return or a current appraisal to support an asset's value.

Certification by Principal Owner or Chief Executive Officer

I hereby certify that I am authorized to file this application, and that all information submitted to the Commissioner in connection with this application, including the forms, schedules, exhibits, attachments, and any related correspondence, is true and correct, to the best of my knowledge. The Agency is not indebted to any local, state, or federal government or political subdivision of the government for delinquent taxes, fines, penalties or fees. I further certify that the Agency is able to meet its financial obligations as they become due and that all information necessary for the Commissioner to make an informed decision is contained herein. In addition, I agree to notify the Commissioner if the facts described in the filing materials change prior to the issuance of the certificate of registration.

A person commits a felony offense if the person intentionally makes an untrue statement of material fact in this application.

_____ by _____
(Agency) (Signature)

(CORPORATE SEAL)

(Printed or Typed Name)

(Title)

STATE OF _____
COUNTY OR PARISH OF _____

On this _____ day of _____, 20____, before me, a Notary Public in and for said County, of said State, personally appeared:

_____ known to me to be the person named in, and who executed the foregoing form and made oath that the statements and representations set forth therein are true to the best of his/her knowledge and belief.

(SEAL)

(Notary Public)