



## Online Instructions

### Initial Application for Collection Agency License

PLEASE READ the application instructions, statutes, and regulations before completing your application. Please retain this information for future reference. **YOU MUST HOLD A PERMANENT LICENSE TO PRACTICE COLLECTION AGENCY IN ALASKA. The following must be received by the division before your application can be reviewed:**

#### 1. A COMPLETED ONLINE APPLICATION, INCLUDING PAYMENT OF FEES

	<b>Residents</b>	<b>Non-Residents</b>
Nonrefundable Application Fee:	\$50.00	\$100.00
License Fee:	\$50.00	\$100.00
<b>Total Fees Due:</b>	<b>\$100.00</b>	<b>\$200.00</b>

**Note:** You may only pay with a credit card when submitting an online application. The online application is not complete until you have completed the credit card payment online.

#### 2. SURETY BOND - \$5,000

You must provide one of the following:

- an original surety bond (form #08-4106a) issued by an insurer or other surety company, with the bonding company's power of attorney. The bond must be signed by both the principal and the surety;

**OR**

- an original Time Certificate of Deposit (TCD) or Savings Passbook issued by a bank or trust company authorized to do business in Alaska. The certificate or passbook should read, "State of Alaska in trust for (Collection Agency)." The original certificate or passbook is held by the state and must be accompanied by a completed, signed and notarized Assignment of Cash Deposit Form (form #08-4106b);

**OR**

- a cashier's check. Cash will be deposited in a Trust Account established by the state, which does NOT pay interest.

#### LICENSE STATUS:

Licenses are issued for a two-year period and expire on **June 30** of **EVEN**-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

#### "YES" RESPONSES:

A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and both charging and closing court documentation.

**PUBLIC INFORMATION:**

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at *ProfessionalLicense.Alaska.gov* under License Search.

**ADDRESS OR NAME CHANGE:**

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the Division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

**SOCIAL SECURITY NUMBERS:**

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.Gov* or contact the Division for a copy of the form.

**STALE DOCUMENTS:**

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

**ABANDONED APPLICATIONS:**

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

**PAYMENT OF CHILD SUPPORT:**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

**STATUTES AND REGULATIONS:**

The complete set of statutes and regulations for this program are available by written request or online at the Division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

**REGULATIONS SPECIALIST**

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806

Juneau, Alaska 99811-0806



THE STATE of ALASKA

Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

Collection Agency Program

PO Box 110806, Juneau AK 99811-0806

(907) 465-2550

Email: CollectionAgencies@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/CollectionAgencies

Surety Bond

Table with 6 columns: Applicant Name, DBA Name, Bond #, Effective Date, Expiration Date. Includes date format mm/dd/yyyy.

KNOW ALL MEN BY THESE PRESENTS that we, the above-named collection agency, as principal, and the agency named below, as surety, are held and firmly bound to the State of Alaska, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), lawful money of the United States, for the payment of which we bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally.

The condition of this obligation is such that, whereas the bonded principal, named above, has applied to the Department of Commerce, Community, and Economic Development of the State of Alaska for a collection agency license under the provisions of AS 08.24 and is required by the provisions of that law to furnish a bond conditioned as set out in this document.

Now, therefore, if the above-named collection agency, within 30 days after the close of each fiscal or calendar month, reports and pays to customers the net proceeds due and payable of all collections made during that calendar or fiscal month which exceed \$20, and strictly, honestly, and faithfully complies with the provisions of AS 08.24 and all amendments to it and regulations adopted under it, then this obligation is void, otherwise to remain in full force and effect.

This bond becomes effective and expires on the date listed above.

The surety may be relieved of future liability under it by giving 60 days' written notice to the principal and to the Department of Commerce, Community, and Economic Development of the State of Alaska.

This bond is one continuing obligation and the liability of the surety for the aggregate of all claims which may arise under it may in no event exceed the amount of the penalty set out in it.

IN WITNESS OF THE ABOVE, principal and surety have signed and sealed this bond on the date listed below.

Table with 4 columns for signatures and dates: Principal (Applicant) Signature, Date, Surety Name, Surety Signature, Date, Agency Name, Agency Address.



THE STATE  
of **ALASKA**

Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing

COA

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**Collection Agency Program**

PO Box 110806, Juneau AK 99811-0806

(907) 465-2550

Email: *CollectionAgencies@Alaska.Gov*

Website: *ProfessionalLicense.Alaska.Gov/CollectionAgencies*

**Statement of Cash Deposit**

A certificate of deposit, other negotiable instrument, or cash filed with the commissioner instead of a bond must be accompanied by an Assignment of Cash Deposit signed by both the collection agency and bank representative acknowledging transfer to the department in accordance with AS 08.24.150.

<b>Applicant Name:</b>			
<b>DBA Name:</b>			
<input type="checkbox"/> Sole Proprietorship* <input type="checkbox"/> Partnership* <input type="checkbox"/> Corporation <input type="checkbox"/> LLC			
For value received, the undersigned assigns and transfer to the State of Alaska one of the following: <input type="checkbox"/> Certificate of Deposit # <input type="checkbox"/> Passbook # <input type="checkbox"/> Other Security # and Type			
<b>In the amount of \$5,000.00</b>			
<b>Bank Name:</b>			
<b>Bank Address:</b>			
<b>APPLICANT AND NOTARY</b> The undersigned irrevocably constitutes and appoints the State of Alaska by and through its duly authorized agents as his/her/their Attorney-in-Fact to do all things necessary and appropriate to effectuate the purposes of this assignment. It is agreed and understood that this assignment shall remain in full force and effect for the period of time provided by law for actions against the surety bond. All persons whose names appear on the certificate or passbook account must sign below.			
<b>Notary Stamp</b>	<b>Applicant's Signature:</b>		
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>
	<b>Notary's Signature:</b>		<b>My Commission Expires:</b>

<b>BANK REPRESENTATIVE</b> By signature below, the issuing institution agrees that only the State of Alaska, upon presentation of written notice, shall cause the release of any and all funds described above.			
<b>Bank Representative Signature:</b>			<b>Date:</b>