



STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
FINANCIAL INSTITUTIONS DIVISION
2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505
P.O. Box 25101, Santa Fe, NM 87505-5101 Phone:
(505)476-4519 Fax: (505)476-4670
www.rld.state.nm.us/financialinstitutions
Industry Manager: joe.cruz@state.nm.us

RENEWAL APPLICATION FOR COLLECTION AGENCY MANAGER'S LICENSE

GENERAL INSTRUCTIONS

1. Use this form if you are applying to **renew** a collection agency manager's license for a company you are serving as a manager for. **If you currently do not maintain a collection agency manager's license, do not use this form.** Instead, complete the Application for Original Collection Agency Manager's License, available on the financial institutions division website listed above.
2. The enclosed application must be completed in its entirety. Renewal applications containing incomplete responses, or lacking application fees or exhibits will be returned to the applicant. Please complete the checklist on the last page of this packet to ensure that your renewal application is complete.
3. If the space provided for answers is inadequate, additional pages should be attached; however, **attachments must identify the following information in the top right corner of every page: applicant name, license number and the specific item on the application to which the answer relates.**
4. **All exhibits must include the following information in the top corner of every page: applicant name, license number and exhibit letter.**
5. If you are applying as a manager for more than one collection agency, you must complete a renewal application and pay a manager renewal fee of fifty dollars (\$50.00) for each company. The only methods of payment that will be accepted are checks or money orders made payable to the Financial Institutions Division.
6. All collection agency managers' licenses will expire at the close of business on June 30th of each year, unless renewed for the upcoming year.
7. Upon the department's receipt of a complete renewal application, an investigation will be made into the financial responsibility, character, and general fitness of the applicant.
8. The application, application fee, and all exhibits must be mailed to: The Financial Institutions Division, 2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505, no later than May 31, 2014. **Failure to submit a complete application and application fee by May 31, 2014 will result in the Division imposing a mandatory delinquency fee of ten dollars (\$10.00) per day for each day the licensee is delinquent in completing the renewal application pursuant to §61-18A-30 NMSA 1978.**

I. GENERAL APPLICANT INFORMATION

1	Name of Applicant:	<i>(The person applying for this license)</i>
2	Applicant's DOB:	
3	Applicant's SSN:	
4	Current License Number:	
5	Manager Contact Information:	<p><i>(Email)- This field must be completed to receive official correspondence</i></p> <p><i>(Company Name)</i></p> <p><i>(Physical Street Address)</i></p> <p><i>(City)</i> <i>(State)</i> <i>(Zip Code)</i></p> <p><i>(Phone Number)</i> <i>(Fax Number)</i></p> <p><i>(Mailing Address)</i></p> <p><i>(City)</i> <i>(State)</i> <i>(Zip Code)</i></p>
6	Designated contact person for the Corporate Office:	<p><i>(Email)- If available</i></p> <p><i>(Name of Contact Person)</i></p> <p><i>(Mailing Street Address)</i></p> <p><i>(City)</i> <i>(State)</i> <i>(Zip Code)</i></p> <p><i>(Phone Number)</i> <i>(Fax Number)</i></p>
7	Are you a citizen of the United States?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8	Are you physically present at the collection agency office at least seventy-five percent (75%) of the time during which the office is open for business?	<input type="checkbox"/> No <input type="checkbox"/> Yes If No, you do not qualify for a collection agency manager's license and this application will be denied.

II. CREDIT REPORT

EXHIBIT A: CREDIT REPORT

- Please attach a current credit report dated within the past year.

III. CIVIL DISCLOSURE

Has the Applicant ever:

1. Been the subject of proceedings in bankruptcy, foreclosure, receivership, assignment for the benefit of creditors, or for debt and money due? Yes No
2. Been the subject of **consumer initiated litigation** or arbitration filed in New Mexico or in a 10th Circuit federal court in connection with a financial services-related business, **collection agency regulatory act violation, unfair trade practices violation or a fair debt collection practices act violation**? Yes No
3. Been the subject of any **class action litigation**, filed in any jurisdiction that, according to generally accepted accounting principles is deemed significant to financial health and would be required to be referenced in an annual audited financial statement, report to shareholders, or similar documents? Yes No

CIVIL DISCLOSURE EXHIBITS

EXHIBIT B: CIVIL LITIGATION

- If you answered **YES** to any of the above, please attach the following information:
 - A copy of the original filed complaint;
 - If the case is pending, a brief statement regarding the current status;
 - A copy of any publicly available court paperwork evidencing a final disposition of the case;

IV. REGULATORY DISCLOSURE

Has the Applicant ever:

4. Applied for any other type of business license with this Division? Yes No
5. Been refused any type of business license by a state or federal financial institutions regulating agency? Yes No

6. Been the subject of enforcement actions such as cease and desist orders, consent orders, injunctions, and license suspensions or revocations by **any state or federal regulatory agency?** Yes No

REGULATORY DISCLOSURE EXHIBITS

EXHIBIT C: BUSINESS LICENSING INFORMATION

- If you answered YES to question 4, please attach complete details of all applications submitted to this Division, including the following information:
 - The name of the business listed on the application;
 - The type of business license applied for;
 - A statement indicating whether the license was granted or denied;
 - If the license was granted, the license number;

EXHIBIT D: REGULATORY ENFORCEMENT ACTION HISTORY

- If you answered YES to question 5 or 6, please attach complete details of all events or proceedings, including the following information:
 - The name of the regulating agency that executed the enforcement action;
 - The contact information for the regulating agency that executed the enforcement action;
 - A copy of the enforcement action filed by the regulating agency;
 - Any other relevant information.

V. CRIMINAL DISCLOSURE

Has the Applicant ever:

7. Been convicted of a felony or any crime involving moral turpitude? Yes No

CRIMINAL DISCLOSURE EXHIBITS

EXHIBIT E: CRIMINAL HISTORY

- If you answered YES to question 7, please attach complete details of all events or proceedings, including the following information:
 - A copy of the Court document evidencing final disposition of the case (Ex: Plea and Disposition Agreement)
 - The City, County and State in which you were charged
 - Court case numbers

IV. APPLICANT'S OATH AND STATEMENT

STATE OF _____)
)
COUNTY OF _____)

I, _____, the undersigned, being the _____
(printed name of manager representative) (Officer [title], partner or owner)

of _____ understand that application is
(name of applicant company)

hereby made for a collection agency managers license as provided for in Chapter 61-18A-1 *et seq.*, New Mexico Statutes Annotated 1978, to engage in business at the location herein specified. I hereby certify and affirm that all information, statements, attachments, and exhibits submitted with this application are true and correct to the best of my knowledge and belief. I acknowledge that any misstatements contained herein may cause the Financial Institutions Division to deny the application for license, or to initiate later proceedings against this license. I understand that a license, if granted, is a revocable privilege to be enjoyed and exercised only in accordance with all the terms and conditions of 61-18A-1 NMSA 1978 *et seq.* and the accompanying lawful regulations promulgated by the Director.

if applicable)

Manager's Name (Print or type)

By: _____
(Manager's Signature)

EXECUTED THIS _____ day of _____, 20_____.

SUBSCRIBED AND SWORN TO before me on this ____ day of _____, _____ by

_____ in _____, _____
(name of person making statement) (City) (State)

(Notary Public)

My commission expires:

(Notary seal)

VIII. APPLICATION CHECKLIST

Before submitting your application to the Financial Institutions Division, please ensure that the following items are included in your submission packet:

- All attachments include applicant name, and question number in the top right corner of each page.
- All exhibits include the applicant name, and the exhibit letter in the top right corner of each page.

MANDATORY APPLICATION ITEMS:

- EXHIBIT **A**: ATTACHED CURRENT **CREDIT REPORT**, DATED WITHIN THE PAST YEAR
- RENEWAL FEE**: ENCLOSED CHECK OR MONEY ORDER PAYABLE TO FINANCIAL INSTITUTIONS DIVISION FOR FIFTY DOLLARS (\$50.00)
- ENCLOSED APPLICANT'S NOTARIZED OATH AND STATEMENT
- ENCLOSED APPLICANT COMPANY'S NOTARIZED OATH AND STATEMENT

MANDATORY EXHIBITS IF APPLICABLE:

- EXHIBIT **B**: CIVIL LITIGATION
- EXHIBIT **C**: BUSINESS LICENSING INFORMATION
- EXHIBIT **D**: REGULATORY ENFORCEMENT ACTION HISTORY
- EXHIBIT **E**: CRIMINAL HISTORY