



State of Utah
DEPARTMENT OF COMMERCE
Division of Corporations & Commercial Code
Application for Collection Agency Registration Instructions

1. **Registered business name:** The name of the Registered business name.
2. **Business street address:** The primary address at which the business will be located.
3. **Date business formed or incorporated:** The date that the business starts.
4. **Name of the principal applicant-owner of the collection agency or authorized principal of the business entity:** The owner of the collection agency, either the individuals or the business entity.
5. **Principal's Address:** The primary address at which the principal is located.
6. All applications must include **original surety bond written for 1 (one) year**. *If a collection agency is involved with collecting payments from consumer credit transactions, please contact the Department of Financial Institutions at (801)538-8830 regarding requirements.
7. **Signature of the applicant:** I will faithfully comply with all provisions of the federal Fair Debt Collections Practices Act and consent to have my agency registration canceled by the Division and shall forfeit my surety bond should I or my agency be found to have violated the provisions of this Act in any material way.

Where to file: You may file in person, mail or by fax. Means of payment are: cash, check, credit card, or money order. **If you are faxing you must include, on a cover sheet, the number of a Visa, MasterCard, or American Express with the date of expiration. Non-refundable processing fee of \$32.00.**

Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.

Mail In: PO Box 146705
Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438