Department of Consumer Affairs

P.O. Box 41059 – Minillas Station
San Juan, Puerto Rico 00940-1059

COLLECTION AGENCY LICENSE APPLICATION

_____New _____Renew _____Active Lic. Number

1. Name of individual or entity requesting
2. Business Social Security number ___
3. Telephone: ( ) - (_____) -
4. Business Location
5. Physical Mailing Address

   _____

6. Postal Mailing Address

   _____

7. Organization ___ Individual ___Corporation ___Corporation
8. Corporations and or Partnership's

   Resident Agent

   Residential Resident Agent Address

   _____

   Postal Mailing Address

   _____

   Telephone Driver's License
9. Surety Bond Expiration Date

   Issuing Company

   Bond Number_____ Telephone_____
10. Number of active clients to date
11. Name of accountant or firm responsible for the agency's accounting procedure and maintenance:

12. Documents Included:

New	Renewal	Document
☐	☐	Certified Check or Money Order payable to The Secretary of Treasury for $500.00 (Any request filed after June 30, will be in the amount of $350.00)
☐	☐	Statement of Compliance with the amount for $100.00
☐		Personal History for: Partner Incorporate, Officers and or other employees if required
☐		List of names, addresses, mailing addresses, telephone Number of the agency's officers
☐		List of subsidiary agencies, their addresses, telephone number
☐	☐	Bond certificate for $5,000.00 dollars in favor of Government of Puerto Rico, Department of Consumer Affairs or a certificate of continuity in case a renewal
☐		Copy of the partnership Contract or Certificate and Articles of Incorporation
☐	☐	Good Standing from your local State Department
☐	☐	Copy of the latest certified Financial Statements
☐		Copy of the Occupancy permit, Municipal tax, Lease agreement or ownership title.
☐	☐	Copy of the last bank account reconciliation pertaining to collected funds account.
☐	☐	Written authorization to the bank, allowing the Department to Inquire about the above-mentioned accounts name, address and account numbers of the banking institution should be include
☐	☐	A list of clients to whom the agency has served in the last years
☐	☐	Certificate of negative police record (Police Department).of the owners, partnership or agency's president
☐	☐	Copy of the Annual Report from the Department of State of Puerto Rico

DACO
DEPARTAMENTO DE ASUNTOS DEL CONSUMIDOR

SWORN STATEMENT

I hereby certify under oath that I have complemented this Collection Agency Application totally and that the information given is correct an factual to the best of my knowledge and that I have been dully authorized to disclose.

In _____ on _____
(city & state) (date)

_____
Applicant's signature

_____
Name (printed)

_____
Title

AFFIDAVIT NUMBER. _____

Sworn and subscribed before me _____
by in the name and representing
of legal age and resident of ___
whom I personally know in ____
today_____

_____
Notary Public

Department of Consumer Affairs

P.O. Box 41059 – Minillas Station
San Juan, Puerto Rico 00940-1059

PERSONAL HISTORY

Re: Name of individual or entity requesting

1. Name_____
   (Last name) (First name) (Name)
2. Residential Address
3. Telephone (____) _____ -
4. Mailing Address _____
5. Position currently occupied with the requested entity
6. I include the following documents:

☐	2” x 2” photo
☐	Copy of your Financial Statements for the last 3 year
☐	Negative penal record certificate (local Police Department).
☐	Copy of financial statements for less than 3 months
☐	No debt certificate (local Department of Treasury).
☐	3 letters of personal reference and 3 letters credit references

I Certify That all the information given above is correct ad I further authorize The Department of Consumer Affairs or a representative, to obtain where necessary, information pertinent for the evaluation of the referred application

_____ _____

Date Sign

DACO
DEPARTAMENTO DE ASUNTOS DEL CONSUMIDOR

BOND KNOW ALL MEN BY THESE PRESENT, that

Name of Applicant)

_____

(Business Address of Applicant)

of the City of,_____ Commonwealth of Puerto Rico, as Principal, and _____ of the city of

(Name of Surety)

_____ Commonwealth of Puerto Rico, as Surety, are held and firmly bound unto the Commonwealth of Puerto Rico for the use and benefit of the State including cost of publication of the notice of revocation or relinquishment of the license and of any claimant of the licensee for any liability incurred with respect to the receipt, handling and transfer of money, collected on account of others by the licensee under and by virtue of the provisions of Act No. 143 approved June 27, 1968, in the principal sum of_____ dollars ($) for the payment of which, well and truly to be made we, the Principal and Surety bind ourselves, our heirs, executors, administrators, successors and assignees, jointly and severally by these presents.

WHEREAS, aforesaid Principal has applied for a license under the provisions of the aforesaid Act and,

WHEREAS, the aforesaid Act provides and includes as a precedent to the issuances of a license, that applicant shall furnish a bond.

NOW THEREFORE, the condition of the foregoing obligation is such that if the obligor will faithfully conform to and abide the provisions of this Act, and will honestly and faithfully perform all obligation and undertakings in connection with the collection, handling and transfer of money by virtue and under the aforesaid Act, and will pay to the State and to any person all money that become due and owing to the State or to such person under the provisions of aforesaid Act because of any liabilities emerging from the collection, handling and transfer of money on account of others by aforesaid principal as licensee under and by virtue of the provisions of the aforesaid Act, then this obligation will be void; otherwise is will remain in full force and effect.

This bond shall continue in full force and effect jointly with the license and sixty (60) days after expiration of the license, voluntary cease of operation of the collection agency or temporary suspension or revocation of the license by the Secretary of the Department of Consumer Affairs.

This bond shall also answer, by the Surety, for the cost of publication of the notice of revocation or relinquishment of the license. Nevertheless, the cancellation of the license shall not affect the affectivity on this policy of claims originated by acts that occur prior to cancellation of said license.

If the surety here in shall so elect, this bond may be cancelled at any time by the surety by filing with the Secretary of the Department of Consumer Affairs of Puerto Rico an advance thirty (30) days written notice by registered mail, of such cancellation, but said Surety so filing said notice shall no be discharged from any liability already accrued under this bond or which shall accrued under this Bond or which shall accrued herein before the expiration of a sixty (60) days period after cancellation of said license. Surety shall remain liable for all the money collected, handled or transferred on account of others during the terms of this bond and prior to the date of cancellation.

That regardless of the number of years this bond remains in force the aggregate liability of the surety hereunder for all claims or judgments to one or more claimants in no event shall exceed the full amount of this Bond.

IN WITNESS WHEREOF, we have duly executed the foregoing obligation this _____ _____ day of _____ to be effective on the _____ day of _____

_____
(Principal)

_____By_____
Seal of Any (Authorized Signature)

Countersigned at _____ , _____ this
(Name of Surety)

_____day of_____

_____By_____
Seal if Any (Attorney in Fact)

Address P.O. Box 41059 – Minillas Station San Juan, Puerto Rico
00940-1059