

Office of
Consumer
Credit
Commissioner



FOR OFFICE USE ONLY

License number _____

Date computer amended: _____

Person amending computer: _____

Date license mailed: _____

Comments: _____

New Registered Office Notification

If your business has more than one location, your main location will be issued the primary motor vehicle sales finance license as the designated Licensed Location. Your other business outlets—if they are originating, servicing, or collecting retail installment contracts—will be considered Registered Offices and will receive individual Registered Office licenses. Use this form to add Registered Offices to your primary license.

If more than one assumed name is used at a single location, a separate Registered Office license will be issued for additional assumed names. Only one assumed name can be printed on a license.

Date the Licensed Location began financing operations: _____

Date this Registered Office began financing operations: _____

Licensee: _____

License number of licensed location: _____

DBA (Operating name): _____

Phone number of this location: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Name of individual primarily responsible for financing operations at this location: _____

Contact person: _____ Phone number: _____

Address to mail new license to: _____

Authorized signature: _____ Title: _____

When you return this form, you must also include:

_____ \$455 fee (\$25 investigation + \$430 assessment)

_____ If your business is using an assumed name, provide evidence that it has been filed with either the county clerk's office (for proprietors and general partners) or the Texas Secretary of State (for Limited Partnerships, Corporations, and Limited Liability Companies).