

Checklist for Registration of Debt Management Services Provider

The following items must be submitted or on file in order for the application to be accepted by the OCCC. *If any of the applicable items listed below are missing, the application may be returned to you for completion.* Additional information may be required in order for the application to be approved.

All Applicants

The following forms are found in the application kit.

- Application (ADM 76)
- Application Questionnaire (ADM 77)
- Provide a list of all locations and/or alternate DBA's (ADM 88)
- Disclosure of Owners and Principal Parties (ADM 78)
- Statutory Agent Disclosure (ADM 13)
- Surety Bond Application (ADM 79)

Additional Filings

- Assumed name, *if applicable*- Provide proof that assumed name has been filed with either the county clerk (proprietors and general partnerships) or the Texas Secretary of State (corporations, limited liability companies, and limited partnerships).
- Surety Bond or Proof of Insurance Policy.
- Debt Management Service Agreement.
- 501(c)(3) certification, if applicable
- Fee: \$250 investigation fee and \$430 annual fee.

Annual renewals and Annual Reports will be due February 1 of each year.

Please retain copies for your records.

MAIL APPLICATION TO:
OFFICE OF CONSUMER CREDIT COMMISSIONER
2601 N Lamar Blvd Austin TX 78705