

Instructions for Submission by Mail

- ❖ Complete the Application for Registration of Debt Management Services Providers (ADM76). A street address must be provided.
- ❖ Answer all questions on the Application Questionnaire for Debt Management Services Provider (ADM77).
 - If any of questions 1 to 6 are answered yes, provide an explanation.
 - If question 7 is answered no, provide an explanation.
 - Question 8 requires a brief narrative providing:
 - ◆ The extent of planned Debt Management activity.
 - ◆ How funds will be disbursed for the client.
- ❖ Complete the Disclosure of Owners and Principal Parties (ADM 78) with a detailed description of the ownership interest of each officer, director, agent or employee of the applicant. Social security numbers and birthdates are required for all persons listed.
- ❖ A Statutory Agent Disclosure (ADM 13) must be completed. The Statutory Agent is a Texas resident on whom legal papers can be served if necessary.
- ❖ A Surety Bond or Proof of Insurance must be provided in compliance with 7 TAC §§88.102(b) (5) (A).
- ❖ An Assumed Name Certificate, if applicable, as filed with the Texas Secretary of State and/or the county clerk.
- ❖ A copy of the Debt Management Service Agreement
- ❖ 501(c)(3) certification, if applicable.
- ❖ Fees **must be** provided before the application will be processed. The fee may be paid by:
 - Check
 - Money Order
 - Credit Card (MasterCard or Visa) by calling 512 936 7619 after the forms have been received.

Mail Application to:
Office of Consumer Credit Commissioner
Attn: Registration
2601 N Lamar Blvd
Austin TX 78705-4207