



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

2601 N Lamar Blvd
Austin, TX 78705
Phone: 512.936.7600
Fax: 512.936.7610
licensing@occc.texas.gov

Credit Access Business Branch Application Checklist

90 Days

Below is a checklist designed to assist you in compiling and submitting required documents for a new credit access business license application. Ensure all required and applicable documents are submitted with the application package.

The OCCC processes completed application packages in the order in which they were received. The OCCC may request additional information to fully process application materials in accordance with statute and administrative rules. An application package is not considered complete until all required documents and supporting materials are received by the agency.

It is recommended that the applicant review Chapter 393 of the Texas Finance Code and Chapter 83, Subchapter B, of the Texas Administrative Code prior to completing the application materials.

REQUIRED DOCUMENTS FOR ALL APPLICANTS

- Consent Form & Payment of Fees(CAB22)

**Keep copies of all documents
submitted to the OCCC**

INSTRUCTIONS FOR SUBMITTING BRANCH LOCATION APPLICATION

Credit Access Businesses may submit application materials through electronic submission or through postal/delivery services. Regardless of how the application materials are submitted, the agency must receive all CAB Consent Forms and payment within ten (10) days the submission for the application to be accepted.

Instructions on electronic and postal/delivery service submission are listed below.

ELECTRONIC SUBMISSION

- Complete CAB Consent Form (CAB22) and calculate fees owed
- Submit all documentation via email
 - Scan and email documents to cab.apps@occc.state.tx.us
 - Sign and mail CAB Consent Form (CAB22)
- Make payment for fees and assessments
 - Make payment by credit card by calling 512.936.7600 (*allow two hours between time of email submission and phone call*), OR
 - Make payment by check or money order, and submit payment with signed copy of CAB22

When submitting applications electronically, you must mail a copy of the CAB Consent Form (CAB22). This form must contain original signature(s) and must be received within ten (10) days of the electronic submission.

If the consent form is not received within ten (10) days, the application will not be accepted.

POSTAL OR DELIVERY SERVICE SUBMISSION

- Complete all required forms noted on Page 1 of the "New Application Checklist"
- Complete CAB Consent Form (CAB11) and calculate fees owed
- Assemble supporting and requested documentation
- Submit all documentation via postal or delivery service
 - Submit all materials to:
 - Office of Consumer Credit Commissioner
2601 N Lamar Blvd
Austin, TX 78705
 - Make payment by check or money order, and submit payment with application materials