



DCA LICENSING CENTER  
 42 Broadway, Lobby  
 New York, NY 10004  
 Renewal Unit Telephone: (212) 487-4060  
 nyc.gov/dca

## DEBT COLLECTION AGENCY – LICENSING & RENEWAL SUPPLEMENT

**Instructions:** You must provide current information for your business as requested in the boxes below and affirm that your responses are true. For the purposes of this form, the terms “you” and “your” refer to the business entity applying for a license or renewal.

<b>Applicant / Licensee Information:</b>			
<b>(A) Legal Name of Business:</b> <i>(The Legal Name that you provide must be exactly as filed with the County Clerk or New York State Secretary of State)</i>	<b>(B) DCA License Number:</b> <i>(Fill in if you are <u>renewing</u>; leave blank if this is a <u>new</u> license application.)</i> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>		
<b>(C) Business Premises Address:</b> <i>(Building Number, Street Name, Unit, e.g., Floor, Suite)</i>			
City:	State/Province:	ZIP Code:	Country:
<b>(D) Telephone Number:</b>	<b>(E) Fax Number:</b>	<b>(F) Email:</b>	
<b>(G) Website:</b>			

For the purposes of the questions below, the term “debt” is defined to have the meaning set forth in Section 20-489(d) of the New York City Administrative Code. (“The term ‘debt’ means any obligation or alleged obligation of a consumer to pay money arising out of a transaction in which the money, property, insurance, or services which are the subject of the transaction are primarily for personal, family, or household purposes, whether or not such obligation has been reduced to judgment, or any obligation or alleged obligation arising out of a judgment or valid agreement for the payment of child support.”)

<b>1. (a)</b> Does your business contact NYC consumers directly to collect debt, including by mail or telephone?	<input type="checkbox"/> <b>YES</b> (Contacts consumers directly to collect debt.)	<input type="checkbox"/> <b>NO</b> (Does <i>not</i> contact consumers directly to collect debt.)
<b>(b)</b> If YES, what is the total number of NYC consumers contacted by your business in 2017 and 2018?	<b>2017</b> _____	<b>2018</b> _____
<b>2. (a)</b> Does your business contact consumers in a language other than English to collect debts?	<input type="checkbox"/> <b>YES</b> (Contacts consumers in a language other than English.)	<input type="checkbox"/> <b>NO</b> (Does <i>not</i> contact consumers in a language other than English.)
<b>(b)</b> If YES, which languages?	a. Spanish <input type="checkbox"/> b. Arabic <input type="checkbox"/> c. Chinese <input type="checkbox"/> d. Haitian Creole <input type="checkbox"/>	e. Korean <input type="checkbox"/> f. Russian <input type="checkbox"/> g. Other _____ <input type="checkbox"/>
<b>(c)</b> If YES, which services do you provide consumers in languages other than English?	a. Collection letters <input type="checkbox"/> b. Multilingual customer representatives <input type="checkbox"/>	c. General translation services <input type="checkbox"/> <input type="checkbox"/>

<b>3.</b> Does your business purchase delinquent debt?	<input type="checkbox"/> <b>YES</b> (Purchases delinquent debt.)	<input type="checkbox"/> <b>NO</b> (Does <i>not</i> purchase delinquent debt.)																																								
<b>4. (a)</b> Is your business a law firm?	<input type="checkbox"/> <b>YES</b> (Business is a law firm.)	<input type="checkbox"/> <b>NO</b> (Business is <i>not</i> a law firm.)																																								
<b>(b)</b> Does your business collect debt in the capacity of an attorney-at-law or law firm on behalf of and in the name of a client or clients solely through activities that may only be performed by a licensed attorney?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>																																								
<b>(c)</b> Does your business operate under the supervision of at least one attorney who is <i>currently licensed to practice law in the State of New York</i> ?  If the answer is YES, provide the name of the New York State-licensed attorney who supervises debt collection activities and the size of the Supervising Attorney's staff, limited to the <i>total number of attorneys who are currently licensed to practice law in the State of New York</i> .	<input type="checkbox"/> <b>YES</b> <span style="float: right;"><input type="checkbox"/> <b>NO</b></span>																																									
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<b>5.</b> Check the type(s) of business activities that you engage in ( <i>check all that apply</i> ):																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">a. First party collections</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 45%; padding: 2px;">k. Third party collections</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">b. Debt buyer</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">l. Account / billing services</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">c. Initiating collection lawsuits</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">m. Child support collections</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">d. Bad check recovery</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">n. Student loan debt servicing</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">e. Consumer credit collections</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">o. Student loan debt collections</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">f. Government / Municipal collections</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">p. Litigating collection lawsuits</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">g. Medical debt collections</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">q. Enforcing consumer credit judgments</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">h. Payday loan collections</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">r. Mortgage servicing</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">i. Debt / Credit counseling</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">s. Telecom / Utilities collections</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">j. Debt settlement</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">t. Credit repair</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>			a. First party collections	<input type="checkbox"/>	k. Third party collections	<input type="checkbox"/>	b. Debt buyer	<input type="checkbox"/>	l. Account / billing services	<input type="checkbox"/>	c. Initiating collection lawsuits	<input type="checkbox"/>	m. Child support collections	<input type="checkbox"/>	d. Bad check recovery	<input type="checkbox"/>	n. Student loan debt servicing	<input type="checkbox"/>	e. Consumer credit collections	<input type="checkbox"/>	o. Student loan debt collections	<input type="checkbox"/>	f. Government / Municipal collections	<input type="checkbox"/>	p. Litigating collection lawsuits	<input type="checkbox"/>	g. Medical debt collections	<input type="checkbox"/>	q. Enforcing consumer credit judgments	<input type="checkbox"/>	h. Payday loan collections	<input type="checkbox"/>	r. Mortgage servicing	<input type="checkbox"/>	i. Debt / Credit counseling	<input type="checkbox"/>	s. Telecom / Utilities collections	<input type="checkbox"/>	j. Debt settlement	<input type="checkbox"/>	t. Credit repair	<input type="checkbox"/>
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<b>6.</b> Have you been subject to an adverse finding or settlement for debt collection practices by any regulatory agency, including but not limited to the Federal Trade Commission (FTC), Consumer Financial Protection Bureau (CFPB), State Attorneys General in any jurisdiction, within the last two years?																																										
<input type="checkbox"/> <b>YES</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>NO</b></span>																																										
If YES, provide copies of all findings, consent orders, or settlements with any government or regulatory body in 2017 and 2018.																																										

7. Provide the following information about the person who completed this form:

Person completing this form:		
(A) Name:		
(B) Title:	(C) Company:	
(D) Address:		
(E) Telephone number:	(F) Fax:	(G) Email address:
(H) Relationship to applicant / license holder: <input type="checkbox"/> I am a designated representative of the license holder. <input type="checkbox"/> I am an owner, partner, or corporate officer of the license holder.		

**Affirmation:**

I am authorized to complete and submit this application (the "Application"). I have reviewed the entire Application. To the best of my knowledge, this Application is true, correct, and complete.

If any of the information in this Application changes, the applicant must inform the Department of Consumer Affairs of those changes. I also understand that the applicant must comply with all relevant laws and rules relating to the license which I am renewing.

I understand that the submission of this Application does not mean that my license has been renewed and that any operation of my business after the expiration of my current license and before the issuance of a new license may subject me to penalties. This affirmation shall be deemed executed in the City and State of New York and shall be governed by and construed in accordance with the laws of the State of New York (notwithstanding New York choice of law or conflict of law principles) and the laws of the United States.

**PENALTY FOR FALSE STATEMENTS:**

It is against the law to make a statement in this Application that you know is false. If you make a statement that you know is false, you may be punished.

Under Sections 210.45 and 175.30 of the New York Penal Law, you may be:

- fined up to \$1000 and / or
- sent to jail for up to one year

Under Section 175.35 of the New York Penal Law, you may be punished if you:

- make a statement that you know is false and / or
- make the statement because you intend to mislead the Department of Consumer Affairs

Under Section 175.35 of the New York Penal Law, you may be:

- fined up to \$5000 or
- fined an amount that is twice the amount of money you received by making the false statement and / or
- sent to jail for up to 4 years

The Department of Consumer Affairs may also punish you for making a false statement on this Application. These punishments may include:

- fines or penalties of up to \$500 for each false statement
- permanent loss (revocation) of your license

**By signing below, I affirm that the statements above are true and correct.**

\_\_\_\_\_  
*Applicant's Signature\**

\_\_\_\_\_  
*Applicant's Position/Title (if any)*

\_\_\_\_\_  
*Print Full Name*

\_\_\_\_\_  
*Date*

*\*If you submit this form as an electronically filled-in PDF, the applicant may type his or her name in the signature field.*