**Section 1210.25 Application for Registration**

a) All applications for registration as a collection agency shall be submitted to the Division, on forms provided by the Division, and include:

1) Collection Agency Application

A) The name and address of all officers of the collection agency (as defined in Section 1210.20). The address shall be an actual street address and shall include the city, state and zip code. A post office box number is not acceptable as an address;

B) A copy of the Articles of Incorporation bearing the seal of the office, in the jurisdiction in which the corporation is organized, whose duty it is to register corporations under the laws of that jurisdiction. If it is a foreign corporation, a copy of the certificate of authority to transact business in this State issued by the Secretary of State is also required;

C) A copy of the authority to transact business under the Assumed Business Name Act [805 ILCS 405], issued by the Secretary of State or county clerk's office, if required by law;

D) Proof of a $25,000 surety bond;

E) The name of the bank, savings and loan association or other required depository in which the trust account shall be maintained; and

F) The required fee set forth in Section 1210.237.

2) Branch Office Application

A) The name and license number of the main collection agency office;

B) Name of the manager at that location; and

C) The required fee set forth in Section 1210.237.

b) If a collection agency intends to conduct business as a collection agency as defined in the Act at more than one office or location and the ownership and name used at each location are identical, the applicant shall file an application for a branch office as referenced in subsection (a)(2). If the ownership and name are not identical, a collection agency application shall be filed in accordance with subsection (a)(1).

c) A licensed collection agency shall notify the Division in writing of a change in location of an existing office within 10 days after the change.

(Source: Amended at 35 Ill. Reg. 12872, effective July 20, 2011)