



Are you prepared for your Annual Registration?

Sec. 14-10-6. Registration Application

- **To obtain a certificate of registration for a credit access business, a person must submit an application on a form provided for that purpose to The Department of Building Safety. The application must contain the following:**
- The name, street address, mailing address, fax number, and telephone number of the applicant.
- The business or trade name, street address, mailing address, fax number, and telephone number of the credit access business.
- The names, street addresses, mailing addresses, and telephone numbers of all owners of the credit access business, and the nature and extent of each person's interest in the credit access business.
- A copy of a current, valid state license held by the credit access business agreeable to Chapter 393, Subchapter G of the Texas Finance Code.
- A copy of a current, valid certificate of occupancy showing that the credit access business is in compliance with this City of Amarillo Municipal Code.
- A non-refundable annual application fee of \$ 50.00. This fee is due for both an original application and a renewal.
- An application or registrant shall notify The Department of Building Safety within 45 days after any change of the information contained in the application for a certificate of registration, including, but not limited to, any change of address and may change in the status of the state license held by the applicant or registrant.