



**Collection Agency Program**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: [CollectionAgencies@Alaska.Gov](mailto:CollectionAgencies@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/CollectionAgencies](http://ProfessionalLicense.Alaska.Gov/CollectionAgencies)

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## Collection Agency Request for Return of Cash Deposit Instructions

The completed and notarized form should be sent to Alaska Department of Commerce, Community, and Economic Development Division of Corporations, Business and Professional Licensing Collection Agency/Operator Section:

P.O. Box 110806  
Juneau, Alaska 99811-0806

The proper signature on the release form is determined by the following:

- (a) if the collection agency was licensed as a sole proprietorship at all times during the effective period of the cash bond, the owner's signature must be notarized on this form;
- (b) if the collection agency was licensed as a partnership at any time during the effective period of the bond, EACH partner must complete a separate copy of this form and all forms must be submitted directly to the Division of Corporations, Business and Professional Licensing;
- (c) if the collection agency was licensed as a corporation at all times during the effective period of the cash deposit, the signature of an officer of the corporation must be notarized.

According to AS 08.24.150(f), a collection agency that has filed a cash deposit as bond may request the return of the deposit by filing a notarized statement two years after the cash deposit has ceased to function as the bond for the collection agency. The notarized statement must:

- (a) request the return of the cash deposit;
- (b) certify that the former agency has not been engaged in business as a collection agency for at least two years, OR that the cash deposit was replaced by a surety bond effective at least two years before the request for release, in which case the original surety bond and its power of attorney must be on file with the state; and
- (c) certify that to the best of the agency's knowledge, no action has been commenced upon the cash deposit which has not been dismissed or reduced to final judgment which has been satisfied.

The two-year holding period begins with one of the following:

- (a) the lapse without reinstatement of the agency's license; or
- (b) the effective date of a surety bond which replaces the cash deposit; or
- (c) the date the Division of Corporations, Business and Professional Licensing receives a notarized statement from the agency that it has ceased doing business as a collection agency and returns the current, original collection agency license and business license for cancellation.



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## Collection Agency Request for Return of Cash Deposit

<b>Licensee Name</b>				<b>License Number:</b>	
<b>Business Name:</b>					
<b>Mailing Address:</b>	P.O. Box or Street	City	State	Zip	
<b>The undersigned:</b>					
<input type="checkbox"/> Requests the return of the cash deposit which was posted as a bond for a collection agency license;					
<input type="checkbox"/> Certifies that the former licensee has not been engaged in business as a collection agency for at least two years;					
- or -					
<input type="checkbox"/> Certifies that the cash deposit has been replaced by a surety bond which has an effective date of _____					
<input type="checkbox"/> Certifies that to the best of the requestor's knowledge, no action has been commenced upon the cash deposit which has not been dismissed or reduced to a final judgment which has been satisfied.					

### Notarized Signature

I certify that the information in this document is true and correct to the best of my knowledge.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Notary Stamp	<b>Printed Name:</b>			
	<b>Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	