



Collection Agency: Name Change

In order to change the name of a collection agency, the following must be provided:

1. A cover letter stating the name and license number (including branch licenses and ALL operators) of the collection agency being amended and the new name. In addition, if the agency is a registered corporation in the State of Alaska, a statement or certificate stating that you have updated the corporate record as well.
2. An original rider from your insurance agent confirming the company name has been changed on the surety bond (or provide a new bond).
3. A letter of verification from the bank (on its own letterhead) where the trust account is held confirming that the name on the trust account has been changed to the new company name.
4. Return of ALL applicable licenses for cancellation.
5. Fee of \$5 to process and reprint each license with the new name. We require this for each agency, branch, and operator (\$5 for the collection agency license and \$5 for the operator license). You may submit this as one check for multiple licenses or use a credit card.
6. Contact the business license section at businesslicense@alaska.gov, or by calling 907.465.2550 for assistance with updating your BUSINESS license.