

State of 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  
Phone: (907) 465-2550 ★ E-mail: license@alaska.gov  
Website: www.commerce.state.ak.us/occ/pcoa.htm

**REQUEST FOR RETURN OF CASH DEPOSIT  
COLLECTION AGENCY**

Licensee Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

License Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

The undersigned

- 1. \_\_\_\_\_ requests the return of the cash deposit which was posted as a bond for a collection agency license;
- 2. \_\_\_\_\_ certifies that the former licensee has not been engaged in business as a collection agency for at least two years;

**OR**

- \_\_\_\_\_ certifies that the cash deposit has been replaced by a surety bond which has an effective date of \_\_\_\_\_;
- 3. \_\_\_\_\_ 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.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

THIS IS TO CERTIFY that on \_\_\_\_\_ (date) before me, a Notary Public, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the person described in and who executed the foregoing instrument and acknowledged to me that s/he signed and sealed the same freely and voluntarily for the uses and purposes stated in it.

WITNESS my hand and official seal on the date written above.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

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.