



THE STATE  
of

**ALASKA** *Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing*

**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)

## Request for Return of Cash Deposit

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

1. the lapse without reinstatement of the agency's license;
2. the effective date of a surety bond which replaced the cash deposit; or
3. the date the division receives a notarized statement from the agency that the company has ceased doing business as a collection agency and returns the current, original collection agency license and business license for cancellation.

<b>Licensee Name:</b>		<b>AK License Number:</b>	
<b>Business Name:</b>			
<b>Address:</b>	P.O. Box or Street	City	State Zip
<b>Email:</b>		<b>Phone Number:</b>	

The undersigned must:

- ☐ request for the return of the cash deposit which was posted as bond for a collection agency license;
- ☐ certify that to the best of the individual'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;
- AND -
- ☐ certify that the former licensee has not been engaged in business as a collection agency for at least two years.
- OR -
- ☐ certify that the cash deposit has been replaced by a surety bond.

**Effective Date:**

<div>Notary Stamp</div>	<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>

\*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.
- (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.