



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Financial Institutions

idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

FRANCISCO MENCHACA
Director

COLLECTION AGENCY LICENSE CHANGES

How To Submit A Change Of Company Name Or Addition Of DBA

1. Send email to fpr.consumercredit@illinois.gov including:
 - a. Letter explaining the change including license number and the new name.
 - b. Evidence that the new name has been updated on the Business Registration with the Secretary of State or an updated Certificate of Good Standing showing the new name.
 - c. Updated surety bond or surety bond rider reflecting new name (not necessary for addition of DBA)
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How To Submit Change Of Address For Company License

1. Log into Illinois online portal
 - a. All active and formerly active licensees already have login information assigned for the online portal. If your company does not have its login information, please reach out to fpr.consumercredit@illinois.gov to request it
 2. Change address in online portal
 3. Upload updated surety bond rider to online portal and email to fpr.consumercredit@illinois.gov
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How To Submit Change Of Address For Branch License

1. Send notification of change of branch address by email to fpr.consumercredit@illinois.gov – Include:
 - a. Collection agency name
 - b. License number
 - c. Prior address
 - d. New address
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How To Submit Notification Of Change Of Ownership

1. If less than 50% of direct or indirect ownership is changing
 - a. Send notification of change of ownership by email to fpr.consumercredit@illinois.gov

- b. Include:
 - i. PH-COL form for any new owners
 - ii. Updated organizational chart
 - 2. If more than 50% of direct or indirect ownership is changing
 - a. Submit new application for licensure via the Illinois online portal
 - b. All active and formerly active licensees already have login information assigned for the online portal. If your company does not have its login information, please reach out to fpr.consumercredit@illinois.gov to request it
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How To Submit Notification Of Change Of Officers

- 1. Send email to fpr.consumercredit@illinois.gov describing change in officers and include:
 - a. PH-COL for any new officers
 - b. Updated managerial chart
 - c. Cover letter explaining the change
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How To Surrender License

- 1. Send notification of surrender by certified mail to:
 - IDFPR
 - Consumer Credit Section
 - 555 W Monroe St. Suite 500
 - Chicago, IL 60661
- 2. Notification should contain:
 - a. Collection agency name
 - b. License number(s)
 - c. Date of surrender
 - d. Date that collection agency ceased activity under the Collection Agency Act
 - e. Reason for surrender
 - f. Contact information for any post-surrender questions, concerns, complaints