



COLLECTION AGENCY RENEWAL APPLICATION

Use this form to renew your collection agency licence. Full instructions, forms and guidance documents are found on the [web page](#).

For convenience, a brief checklist of required supporting documentation is provided below.

Renewal deadline: Submit your renewal application before **June 1** to ensure we can process your licence before it expires.

Supporting documentation checklist (More information is found on the [application website](#).)

Payment information form. (\$350 for licence.)



COLLECTION AGENCY RENEWAL APPLICATION

Complete all sections of this application form. Do not leave a section blank. If a section is not relevant, mark the section as "not applicable". To complete this form either type or print in dark blue or black.

Applicant information				
Legal name of business				
Other names by which your business may be known			Yukon licence number	
Email			Phone	
Mailing address	City	Prov./terr.	Postal code	Country
Physical address <i>(if different from mailing address)</i>	City	Prov./terr.	Postal code	Country
Name of auditor				
Designated person information				
Person designated by the business to complete application and who is in a position to confirm the required information				
Legal last name	Legal first name(s)		Legal middle name(s)	
Email			Phone	
Mailing address	City	Prov./terr.	Postal code	Country
Declarations				
In the previous licensing year, has the business, including any owners, partners, members of the board of directors or designated officers or employees of the business been:				
Convicted of an offence under the Criminal Code of Canada? If yes, attach a summary of the particulars. A criminal record check may be requested.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Convicted of an offence under the <i>Consumers Protection Act</i> or any other statute in force in any part of Canada that is similar in nature to this Act? If yes, attach a summary of the particulars.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Bankrupted? If yes, attach a summary of the particulars.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Statutory declaration

I, _____ of the _____
DESIGNATED PERSON COMPANY NAME

of _____ in _____ the duly appointed _____
CITY PROVINCE/TERRITORY/STATE TITLE

for the aforesaid Company do solemnly declare that this application is made by me bone fide on behalf and by the authority of the said Company; that I have the means of verifying the correctness of this application; that the facts required to be stated are truly and fully stated; that no fact or document material to be disclosed has been concealed or withheld and I make this solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under Oath and by virtue of the *Canada Evidence Act*.

Declared before me at _____ in _____ this _____ day of _____,
CITY PROVINCE/TERRITORY/STATE DAY MONTH YEAR

Notary public – print

Applicant – print

Notary public – signature

Applicant – signature

My commission expires: YYYY/MM/DD

(Seal)

Personal information is collected, used, and disclosed under the authority of Section 29(a) and (c) of the *Access to Information and Protection of Privacy Act* and under the Act associated to the profession related to the permit being requested. It will be used for the purposes of these acts and their regulations and to determine eligibility for licensure/registration. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703, Whitehorse, YT, Y1A 2C6, by phone at 867-667-5111, or by email at collections.plra@gov.yk.ca.