



COLLECTION AGENCY EMPLOYEE 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. (\$58 for licence.)



COLLECTION AGENCY EMPLOYEE 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 last name	Legal first name(s)	Legal middle name(s)		
Other names by which you 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
Business information				
Business name				
Email		Phone		
Mailing address	City	Prov./terr.	Postal code	Country
Declarations				
In the previous licensing year, have you 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>Consumer 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

Affidavit

I, the undersigned _____ having been duly sworn do depose and say:

NAME IN FULL

1. I am the applicant herein for registration/approval; and am of the full age of nineteen years.
2. I have read and understand the questions in this application as well as the answers made by myself thereto and I agree that statements of fact made therein and in the attachment, if any, are true.

Sworn 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)

Certificate of sponsoring firm

To be filled out by the designated person of the Yukon licensed Collection Agency.

I, on behalf of _____ hereby certify that

NAME OF BUSINESS

_____, who is applying to renew their collection agent employee licence, will be engaged by the above-named business if the licence is renewed.

APPLICANT'S NAME IN FULL

I certify that I have made enquiries about the applicant and the information I have received from the applicant and from various sources as to the applicant's ability and integrity is favourable and I believe it would be justified to grant the requested renewal.

I certify that, to the best of my knowledge, the information included for renewal is true.

Dated this _____ day of _____, _____.

DAY

MONTH

YEAR

Signature of designated person

Printed name of designated person