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STATE OF COLORADO  
DEPARTMENT OF LAW

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Denver, Colorado 80203  
Phone (720) 508-6010  
Consumer Protection Section  
Consumer Credit Unit

December 28, 2015

M E M O R A N D U M

**TO:** UCCC Licensed Supervised Lenders  
**FROM:** Uniform Consumer Credit Code ("UCCC")  
Telephone: (720) 508-6010  
E-Mail: [uccc@coag.gov](mailto:uccc@coag.gov)  
**RE:** Annual License Fee - DUE JANUARY 31, 2016

Enclosed is the renewal application for your Uniform Consumer Credit Code supervised lender's license(s). You are required to license each location where Colorado supervised loans are made, collected, or taken by assignment and, for deferred deposit lenders, where loans are arranged. [5-2-301 & 5-2-302, C.R.S.]

Your completed renewal application and renewal fee payment are due January 31<sup>st</sup>. Late filing fees of **\$5.00 per calendar day per license** are imposed from March 2<sup>nd</sup> to the date the payment is postmarked or received, whichever is earlier. **IF A COMPLETE RENEWAL APPLICATION, APPROPRIATE RENEWAL FEE AND LATE FILING FEE IS NOT RECEIVED BY MARCH 15<sup>TH</sup>, YOUR SUPERVISED LENDER'S LICENSE(S) WILL AUTOMATICALLY EXPIRE.** You will then be unable to make, collect, arrange, or take assignment of supervised loans and you will be prohibited from collecting any finance charges.

**Renewal Fee Amounts for the calendar year 2016 are \$850 for each licensed master and branch location.** This fee includes \$750 for the renewal fee, plus a mandatory \$100 surcharge per licensed location to be used for identity theft and financial fraud deterrence. The surcharge will be deposited in the Identity Theft and Financial Fraud Cash Fund in the Colorado Department of Public Safety and is required by section 24-33.5-1707(2)(b), C.R.S.

**All Supervised Lenders** must complete all sections of the enclosed renewal application. The renewal application contains 5 separate components: the "Supervised Lender License Renewal Form"; the "Contact Information List"; the "Company Ownership List"; the list of "Active Supervised Lender Licenses"; and the "Collection Activity Questionnaire".

The licensee must:

- Complete the "Supervised Lender License Renewal Form" by reviewing and completing the enclosed list of "Active Supervised Lender Licenses" and determining which locations

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you wish to renew for 2016, check the appropriate box(es), calculate the appropriate renewal fee, and sign and date the form.

- Review and verify the name, address, phone number, fax number, and e-mail address of each contact on the enclosed “Contact Information List”. If changes have occurred for any of the contacts, identify and correct the information on the list.
- Review and verify the ownership information on the “Company Ownership List”. If changes of ownership have occurred, identify and correct the information on the list.
- Complete the “Collection Activity Questionnaire”.

**Return the renewal application to:**

Colorado Department of Law  
Consumer Protection Section, Uniform Consumer Credit Code  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 6th Floor  
Denver, CO 80203

Fees may be paid by paper check (made out to the Colorado Uniform Consumer Credit Code and enclosed with your completed renewal form), electronic check or credit card. To pay by electronic check or credit card, please follow the instructions on our website at: [www.coag.gov/uccc/renew](http://www.coag.gov/uccc/renew).

**Address Changes:** Please verify the name and address of each active location on the list of “Active Supervised Lender Licenses”. If address changes have occurred for any of the active licensed locations, identify and correct the address(es) on the list **and** submit a completed “Notice of Address Change” form along with an original bond rider amending the location, if applicable. The “Notice of Address Change” form is available on our website at: [www.coag.gov/uccc/licensing](http://www.coag.gov/uccc/licensing).

By law, you are required to provide written notification of an address change of any licensed location at least 15 days prior to the change. Failure to provide timely written notification of an address change results in the location operating without a valid license and no supervised loans may be made, collected, arranged, or taken by assignment and collected.

**Name Changes:** If business or trade name changes have occurred, identify and correct the name(s) on the list of licensed locations, provide Secretary of State documentation along with an original bond rider amending the name on the original surety bond. Please send any questions regarding name changes to [uccc@coag.gov](mailto:uccc@coag.gov).

**Sole Proprietors and Individual Registrants** must also provide a photocopy of your driver’s license, state identification card, or other photo identification.

**You will not receive a new license.** You will not receive any certificate or acknowledgement that the renewal fee is paid. Your cancelled check or electronic payment confirmation is your receipt. Your original license is effective until it is revoked, cancelled, or expired. If you do not wish to renew your master license, return the original license and a letter stating the date of cancellation. If you are unable to locate the original master license, submit a notarized letter stating the license has been misplaced.