



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002, West Sacramento, CA 95798-9002
P (916) 322-4000 (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov



RENEWAL APPLICATION
REPOSSESSION AGENCY QUALIFIED MANAGER CERTIFICATE
ALL FEES ARE NON-REFUNDABLE

INSTRUCTIONS FOR COMPLETING RENEWAL APPLICATION

- 1. Identify the expiration date of your current certificate.
2. If your certificate has expired, you must also pay the delinquency fee and check the box below.
3. Print your name and address; check the box if changing the address.
4. Print your entire certificate number and sign and date the renewal application.
5. Do not send cash. Send a check or money order and fee(s) made payable to: Bureau of Security and Investigative Services and mail to P. O. Box 989002, West Sacramento, CA 95798.

PLEASE READ CAREFULLY

Each certificate is issued to a specific individual. All licenses must be renewed on or before the date of expiration. Submit your renewal application and fee(s) no earlier than ninety (90) days prior to the expiration date. THE REPOSSESSION AGENCY QUALIFIED MANAGER CERTIFICATE MAY NOT BE RENEWED AFTER 3 YEARS FROM THE EXPIRATION DATE. To renew the delinquent certificate the renewal fees and delinquency fees must be paid from the time the certificate expired to present.

A change of address to a post office box or a mailbox service is allowed only if there is no mail delivery to your residence address. If the address below is changed to a post office box or a mail box service, you are still required to provide your physical residence address below.

YOU MAY NOT ACT AS A QUALIFIED MANAGER OF A REPOSSESSION AGENCY AFTER THE EXPIRATION DATE UNLESS THE CERTIFICATE IS RENEWED OR THE RENEWAL IS PENDING.

Repossession Agency Qualified Manager (\$450)

Fee Enclosed \$

Delinquent fee (\$225)

If the renewal application is postmarked after the expiration date the delinquent fee shall apply

Expiration Date / /

(Please type or print legibly)

Form with fields for Name, Mailing Address, Physical Address, Email Address, Signature, Printed Name, RAQ Certificate Number, Phone Number, and Date.