

**DEPARTMENT OF CONSUMER AFFAIRS  
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

P.O. Box 989002, West Sacramento, CA 95798-9002

P (916) 322-4000 | P (800) 952-5210 | F (916) 575-7290 | [www.bsis.ca.gov](http://www.bsis.ca.gov)**REPOSSESSION AGENCY EMPLOYEE REGISTRATION RENEWAL APPLICATION**

**NOTE: Read *Fee Amount Due* under Instructions carefully to help ensure payment of correct fee amount.  
An application received without full payment will not be processed and returned to the applicant.**

**U.S. ARMED FORCES PRIORITY REQUESTS**☐ **Check box if you have served, or are currently serving, in the U.S. Armed Forces.**

**Disclosure is voluntary.** If you check the box, submit proof of your military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) with your application.

**(COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN)**

Last Name		First Name	Middle Name	Fee Amount ( <b>SEE INSTRUCTIONS</b> ) \$
RAE Registration Number		Registration Expiration Date		Date of Birth (MM/DD/YYYY)
Address of Record (Address, City, State & Zip Code) ( <b>SEE INSTRUCTIONS</b> )				
Residence Address (Address, City, State & Zip Code) ( <b>SEE INSTRUCTIONS</b> )				
<input type="checkbox"/> <b>Check box if requesting to update your address(es) with the Bureau (<b>SEE INSTRUCTIONS</b>)</b>				
Telephone (Optional) ( <b>SEE INSTRUCTIONS</b> )			Email Address (Optional) ( <b>SEE INSTRUCTIONS</b> )	

**Mandatory Disclosure Language**

Submission of the requested information is required unless otherwise noted as optional. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your Repossession Agency Employee Registration Renewal Application unless all requested information is provided.

Pursuant to the Information Practices Act, the BSIS is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the BSIS or Department unless the records are exempt from disclosure by section 1798.40 of the Civil Code. Your completed application becomes the property of the BSIS and will be used by authorized personnel to determine your eligibility for a license, registration or permit. Information on your application may be transferred to other governmental or law enforcement agencies, as permitted by law.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), information about persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The Address of Record of each licensee is not exempt from disclosure and will be released upon request by a member of the public. The BSIS makes every effort to protect the exempt personal information you provide us. Exempt information provided by you, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

For questions about this notice or access to your record, you may contact the BSIS by mail at Bureau of Security and Investigative Services, Attn: Custodian of Record, P.O. Box 980550, Sacramento, CA 95798-0550; by phone at (800) 952-5210; or by e-mail at [bsis.prarequests@dca.ca.gov](mailto:bsis.prarequests@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210 or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

**I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA,**  
that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my license and/or criminal prosecution.

Applicant Signature

Date

## INSTRUCTIONS FOR COMPLETING RENEWAL APPLICATION

1. All sections of the form should be completed.
2. **Renew timely** – Submit a Repossession Agency employee registration renewal application and renewal payment at least 60 days prior to expiration of your current registration. **NOTE:** Applications received more than 90 days before expiration will be returned.
3. **Fee Amount Due – READ CAREFULLY.** Due to a new law, the fee to renew a Repossession Agency employee registration is changing. Also, by law, a Repossession Agency employee registration may be renewed up to 60 days after expiration with payment of a delinquency fee.

### **Renewal Fees for registrations expiring before July 1, 2018**

- Before expiration: \$60.00
- Up to 60 days after expiration: \$90.00 (\$60 renewal & \$30 delinquency)
- More than 60 days after expiration: Cannot renew/new initial application required

### **Renewal Fees for registrations expiring after July 1, 2018:**

- Before expiration: \$40.00
- Up to 60 days after expiration: \$65.00 (\$40 renewal & \$25 delinquency)
- More than 60 days after expiration: Cannot renew/new initial application required

4. **Fee Payment:** An application received without payment of the full fee amount owed (see Item 3) will not be processed and returned to the applicant. Make check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.
5. **Date of Birth:** This personal identifier information assists in identifying applicant in Bureau's database.
6. **Address Information:** An applicant is required to provide their residence address. A Repossession Agency employee registration is associated with two addresses.

**Address of Record (AOR):** This is the address of the repossession agency licensee associated with the registration. The AOR is where the Bureau will mail your replacement registration card and any future correspondence relating to this registration. The AOR is also the address that will be disclosed in response to public records requests and/or public sales requests.

**Residence Address:** By law, a registrant is required to provide their residence address to the Bureau. The residence address is confidential.

7. **Mail** your renewal application and check to: Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

## **IMPORTANT INFORMATION**

1. **Address Change:** You must notify the Bureau of any change in your address within 30 days of the change.
2. **Proof of Registration Renewal:** Once the Bureau renews your registration, you may work with a print out of the approved registration from the Department of Consumer Affairs' License Search website at <https://search.dca.ca.gov/> along with a valid picture ID while waiting to receive the hardcopy of the renewed registration in the mail.
3. **Repossession Agency Employee Registration:** A Repossession Agency employee registration is valid only when the registrant is employed or on contract with the repossession agency licensee associated with the registration.
4. **Expired Repossession Agency Employee Registration:** Any person providing Repossession Agency employee services on an expired registration is conducting unlicensed activity, which can result in disciplinary action against the registration.