



## REPOSSESSION AGENCY QUALIFIED MANAGER CERTIFICATE 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 will be 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 (SEE INSTRUCTIONS) \$
RAQ Certificate Number	Certificate Expiration Date	Date of Birth (MM/DD/YYYY)	
Address of Record (Address, City, State & Zip Code) (SEE INSTRUCTIONS)			
Residence Address (Address, City, State & Zip Code) (SEE INSTRUCTIONS)			
<input type="checkbox"/> Check box if requesting to update your address(es) with the Bureau (SEE INSTRUCTIONS)			
Telephone (Optional) (SEE INSTRUCTIONS)		Email Address (Optional) (SEE INSTRUCTIONS)	

### 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 Qualified Manager Certificate 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 Qualified Manager Certificate renewal application and renewal payment at least 60 days prior to expiration of your current certificate. **NOTE:** Applications received more than 90 days before expiration will be returned.
3. **Fee Amount Due – READ CAREFULLY.** A Repossession Agency Qualified Manager (RAQ) certificate may be renewed up 3 years after expiration with payment of delinquency fee(s). See RAQ renewal fees below:

### First Renewal Cycle:

- Before expiration: \$225.00
- After expiration but within 1 year of expiration: \$337.50 (\$225 renewal & \$112.50 delinquency)
- After 1 year of expiration: Email [Repossessor@dca.ca.gov](mailto:Repossessor@dca.ca.gov) for fee owed
- After 3 years of expiration: Cannot renew/new initial application required

### 2<sup>nd</sup> and Following Renewal Cycles:

- Before expiration: \$225.00
- After expiration but before 2 years of expiration: \$337.50 (\$225 renewal & \$112.50 delinquency)
- After 2 years of expiration: Email [Repossessor@dca.ca.gov](mailto:Repossessor@dca.ca.gov) for fee owed
- After 3 years of 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 will be 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:** The applicant's residence address can be designated as the Address of Record or the Confidential Address.

**Address of Record (AOR):** This is the address that will appear on your certificate and where the Bureau will mail your certificate and any future correspondence relating to your Repossession Agency Qualified Manager Certificate. If providing a Post Office Box or an address other than your residence address as your AOR, provide your residence address.

**Residence Address:** If AOR is not your residence address, provide your residence address. The residence address is confidential.

**NOTE:** Changing your address(es) via this application, only changes the address for this certificate. You must file a Change of Address Form to change the address on other licenses you hold.

7. **Telephone and Email Address:** While optional, providing a phone number and an email address may expedite the Bureau's communication with you if additional information is required to process this application.
8. **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 Certificate Renewal:** Once the Bureau renews your certificate, you may work with a print out of the approved certificate 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 certificate in the mail.
3. **Expired Repossession Agency Operator Qualified Manager Certificate:** Any person providing repossession agency qualified manager activities on an expired certificate is conducting unlicensed activity, which can result in disciplinary action being taken against the certificate.