



## Procedures for Licensing Collection Agents

Under Parts VII and IX of the *Consumer Protection Act*, collection agents/agencies must be licensed and bonded prior to operating in the NWT.

The following are procedures to be used to obtain a Collection Agent License:

- 1) complete the application form;
- 2) forward an original Surety Bond in the amount of \$5,000. Be sure to use the wording supplied on our form (attached);
- 3) submit the required fee of \$218.00;
- 4) submit a list of your collectors and tracers, giving their full name, address and employment history for the previous ten years;
- 5) submit a list of your clients for whom you make collections in the NWT; and
- 6) provide a copy of your Certificate of Good Standing from Corporate Registries in Yellowknife (867) 767-9260.

Licenses are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year (or part thereof) and must be paid each year upon renewal. If you have any questions please feel free to contact this office.

Public Safety Division  
Municipal & Community Affairs  
Government of the Northwest Territories  
600 5201 50 AVENUE NORTHWEST TOWER  
YELLOWKNIFE NT X1A 3S9  
Phone: (867) 767-9161 Ext. 21021/21022  
Fax: (867) 873-0309

**Please allow 3 to 4 weeks for processing. NOTE: Your licence will not be issued until all the information is complete and all forms are received by our office.**