

# NON-OWNER MANAGER LICENSE

## ALL RENEWALS MUST BE COMPLETED ONLINE

**IMPORTANT:** You must renew your license(s) by using our online renewal system now using a debit or credit card containing a MasterCard, Visa, or Discover logo or by electronic check (e-check). Do not send cash, check or money order. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

1. Renew your license online now at [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal). By renewing online, you may expect to receive your renewed license by mail within 5 to 10 business days, if all renewal requirements have been met. You must use a MasterCard, Visa or Discover credit card or e-check to renew online. You may verify the renewal of your license if all renewal requirements are met the following business day at [www.michigan.gov/license lookup](http://www.michigan.gov/license lookup).

**PLEASE NOTE:** By using an e-check to make your renewal payment, there is an automatic 10 day hold placed on the check, and there are no exceptions to the hold.

2. **NAME/ADDRESS CHANGES:** If you are changing your address, please note that the physical address must be located in the state of Michigan. If you have an address change, please make the change and renew your license at [www.michigan.gov/elicense](http://www.michigan.gov/elicense). If you have a name change, please submit your name change to our office at [bplhelp@michigan.gov](mailto:bplhelp@michigan.gov). Name change should be completed prior to you renewing your license online.
3. If you do not have a name or address change, go to [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal) to renew your license. You will need your 10 digit license number to use this site, and you will be able to print a copy of your transaction if you require a receipt of your renewal payment.
4. Renewal fees are not refundable.
5. **PLEASE NOTE:** You must renew your Non-Owner Manager license if you are serving as a non-owner manager for a non-owner managed collection agency. If the non-owner collection agency does not have a non-owner manager with an active license, the non-owner manager collection agency license may be suspended.

You may not perform any of the regulated acts or functions of a non-owner manager until you are licensed with a licensed Michigan collection agency.

6. Your current license expires on **June 30, 2016**. Once renewed, the new license will expire on June 30, 2017. Failure to renew online and/or failure to meet all renewal requirements by the expiration date of your license means you cannot legally practice as a non-owner manager and may be subject to disciplinary action if you continue to practice. An additional \$20 late fee will be automatically added to the renewal fee if you renew within the 60 days following the license expiration date.
7. If you fail to renew on or before the 60<sup>th</sup> day following your current license expiration date, **you will not be permitted to submit your renewal online**, and you will need to apply for relicensure.
  - To apply for relicensure go to [www.michigan.gov/collections](http://www.michigan.gov/collections) to download the application to mail in.
  - Do not use this form to mail your renewal fee in lieu of renewing your registration online. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.