

MICHIGAN COLLECTION AGENCY NON-OWNER MANAGED LICENSING GUIDE

OVERVIEW:

The collection agency non-owner managed license allows a collection agency manager to oversee the operation of a collection agency which includes an individual who, in the course of collecting, repossessing, or attempting to collect or repossess, represents himself or herself as a collection or repossession agency, or a person that performs collection activities that are regulated under this article on behalf of another.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Collection Agency Non-Owner Managed License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus

- 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Collection Agency Non-Owner Managed New Application: \$475.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Questions – Each individual, partner of a partnership, or officer or director of a corporation that is an applicant has the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Each individual, partner of a partnership, or officer or director of a corporation that is an applicant must be at least 18 years of age.
- Confidence of Community Question – Does each individual, partner of a partnership, or officer or director of a corporation that is an applicant have the financial stability, reputation, and experience such as to command

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the confidence of the community and to warrant the belief that the business will be lawfully, honestly and fairly?

ADDITIONAL REQUIREMENTS FOR LICENSURE (This is in addition to the requirements stated above that apply to ALL Applicants)

- Non-Owner Manager Application – Non-Owner Managed agencies are required to have an active non-owner manager licensed to their agency prior to being licensed.
- Examination – Collection agency non-owner manager must take and pass the required Michigan Collection Agency Manager examination administered by PSI.
- Surety Bond – Applicants for the collection agency license must obtain a surety bond or cash bond in the amount of not less than \$5,000 nor more than \$50,000.

REQUIREMENT FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All Applicants)

- Online Application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and then select “**Relicensure.**”
- 3 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Collection Agency Non-Owner Managed Relicensure: \$495.00

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Collection Agency Non-Owner Managed Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Collection Agency Non-Owner Managed Renewal Application Fee – \$375.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card.)
- Renewal Cycle: 3 years
- Accept Renewal Attestation – If you cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the Collection Agencies link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)