



Planning & Development
PO Box 255
Weatherford, TX 76086

CHECKLIST AND INSTRUCTIONS FOR CREDIT ACCESS BUSINESS REGISTRATION

Please be sure to completely read all instructions before preparing your registration application. If there are any questions, please contact the City of Weatherford Permitting Department staff at 817-598-4284 prior to submitting your application.

Texas State Statute 393 requires credit access businesses, payday lenders and auto title lenders, to obtain a state issued license before conducting business in the state. The City of Weatherford Ordinance 752-2015-41, provides for the oversight of payday and auto title lending transactions in the City of Weatherford. The ordinance requires that each lender location licensed under Chapter 393, register with the City of Weatherford. The annual registration fee for each credit access business location is \$100 and is nonrefundable. The registration fee must be submitted at the time of application. Any credit access business not in compliance with the City of Weatherford Ordinance 752-2015-41 may be subject to civil penalties up to \$500 per occurrence. A certificate of registration for a credit access business must be displayed in the business and is non-transferable. Please allow thirty (30) days for processing once a completed application is received.

To apply for an initial permit:

- All registration applications, renewals and payments are to be mailed to the City of Weatherford at the address listed below.
- Complete a Credit Access Business Registration application form for each credit access business location that is operating within the City of Weatherford. A \$100 registration fee must be submitted with the application.
- All information in the application form is required. Incomplete applications cannot be processed.
- Payments may be made by check (i.e. certified, check, money order), cash, or debit/credit card. Cash payments must be made in person at 119 Palo Pinto Street, Weatherford, TX 76086. Checks must be made payable to the City of Weatherford.

To submit a complete credit access business registration application, the information listed below must be enclosed with the application:

- Copy of Texas state license issued under Chapter 393 Texas Finance Code

- Copy of Certificate of Occupancy
- Submit completed registration application and registration fee to:

The City of Weatherford
 Attn: Planning & Development Department
 PO Box 255
 Weatherford, TX 76086

To renew (annually) an existing permit:

- Complete a Credit Access Registration Form. As per City Ordinance 752-2015-41, a credit access business cannot operate or conduct business without a certificate of registration issued by the City of Weatherford. Registration is required for each location operating or conducting business.
- The credit access business must submit an annual renewal application.
- A \$100 nonrefundable renewal fee must be submitted with the application.
- All information in the application form is required. Incomplete applications cannot be processed.
- Submit completed registration renewal application and documents, as specified, no less than thirty (30) calendar days before one year after the date of issuance.

Forms required for annual registration renewal:

- A completed Credit Access Registration Form for each renewal application
- A copy of license issued by the State of Texas, under Chapter 393 of Texas Finance Code

Additional information related to the City of Weatherford registration application:

- The filing date is the date that applicant/registrant submits application for CAB registration.
- State CAB license number is the location specific license number, provided by the Texas Office of Consumer Credit Commissioner.
- CAB registration numbers will be assigned by the City of Weatherford with the initial registration and should be entered by the CAB applicant/registrant during the application renewal process.
- Contact person is the designee as indicated in the registration application, and is the person who will be contacted by phone or email, if there are questions related to the CAB registration process/application.
- Owners and principle parties include all persons with financial interest in the credit access business: complete contact information regarding owners and principle parties.
- Registered agent of service of process in Texas for any/all publically traded companies that are operating and/or conducting business in the City of Weatherford.