



BYRON W. BROWN  
Mayor

**CITY OF BUFFALO**  
**PERMIT & INSPECTION SERVICES**  
**OFFICE OF LICENSES**



JAMES COMERFORD, Jr.  
Commissioner

**CITY OF BUFFALO - COLLECTION AGENCY LICENSE**

**The City of Buffalo, according to Ordinance Chapter 140,  
requires anyone doing collecting in the city to have a Collection Agency License,  
even though your principal place of business is outside the City Limits.**

**Below are the requirements to obtain this license.**

1. **Complete the attached application.** A Notary Public must witness the signature of the applicant.
2. Attach a recent copy of the **Financial Statement** and/or **prior year's Income Tax Return** for the company, corporation, or applicant.
3. Submit a **Police Record Check** for the applicant. Get this record check done at the applicant's local police agency where he/she resides.
4. Submit a **Corporate Filing Receipt** or **DBA**.
5. Submit a **Bond in the amount of \$5000**. The Bond must have the following:
  - a. The **Bond Number** must appear on the face of the bond.
  - b. The **Principal's Signature** and the **Attorney-in-Fact's Signature** must be notarized.
  - c. Affix to the bond **Power of Attorney** and **Assets and Liability** sheets with the seals.
6. Return above information with payment of **\$400.00** made payable to the **City of Buffalo**.

Office of Licenses  
65 NIAGARA SQUARE / 301 CITY HALL  
BUFFALO, NY 14202-3303  
(716) 851-4078 / (716) 851-6583 FAX: (716) 851-4952

**City of Buffalo  
Permit and Inspection Services  
Office of Licenses**

**COLLECTION AGENCY APPLICATION**

The undersigned hereby applies for a license to conduct a Collection Agency in the City of Buffalo:

**Date:** \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Residence address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Business address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**If corporation, give Corporate Name:** \_\_\_\_\_

**Principal place of business address:** \_\_\_\_\_

Names and addresses of principal officers:

Name: \_\_\_\_\_ Address \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Describe in detail the character of the business:

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List the schedule of rates proposed to be charged

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Is a charge to be made where no collection is effected? \_\_\_\_\_ If so, set forth amount. \_\_\_\_\_

If the principal applicant has been engaged in business for five years immediately preceding this application, state character and location of business.

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If not engaged in any business, give names and addresses of any applicant's employers during such five-year period.

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Give statement of applicant's financial responsibility.

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Has applicant ever been convicted of any crime? \_\_\_\_ If so, state when, where, nature of offense, disposition.

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\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
Corporate Name

Per \_\_\_\_\_

\_\_\_\_\_  
Title

State of New York  
County of Erie  
City of Buffalo } ss.

That he/she is \_\_\_\_\_, the applicant herein  
(\_\_\_\_\_) of \_\_\_\_\_, the applicant); that  
he has read the foregoing application and knows the contents and that the  
same is true except as to matters stated upon information and belief and as  
to those matters he believes it to be true.

**Subscribed and sworn to**

**This** \_\_\_\_\_ **Day of** \_\_\_\_\_ **20** \_\_\_\_\_

\_\_\_\_\_  
**Deposing applicant or Corporation Officer**

\_\_\_\_\_  
Commissioner of Deeds or Notary Public

**COLLECTION AGENCY BOND**

Know All Men by these Presents, that we, \_\_\_\_\_, as principal, and  
\_\_\_\_\_ a corporation authorized to do business in the City of  
Buffalo, County of Erie and State of New York, surety,

ARE HELD AND FIRMLY BOUND UNTO THE CITY OF BUFFALO.

In the penal sum of Five thousand (\$5,000.00) dollars lawful money of the United States of America, to be paid to the  
said City of Buffalo, its certain attorney, or assigns, for which payment, well and truly to be made, said principal and  
surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and  
severally; firmly by these presents.

SIGNED, SEALED with our seals, and dated this \_\_\_\_ day of \_\_\_\_\_ in the  
year of the Our Lord, 20 \_\_\_\_

WHEREAS, the above bounden principal, \_\_\_\_\_ Has applied to the City of  
Buffalo for Collection Agency License pursuant to the provisions of Chapter 140-9 of the Ordinances of the City of  
Buffalo, and the said Ordinance requires this bond as a condition of granting such license;

Now, Therefore, The condition of this obligation is such that if the said principal \_\_\_\_\_ shall in  
all things well and truly and faithfully comply with the provisions, conditions, and requirements of Chapter 140-9 of the  
Ordinances of the City of Buffalo, as amended, relating to Collection Agencies, and shall pay all damages occasioned to  
any person by reason of any misstatement, misrepresentation, fraud or deceit, or any unlawful act or omission of said  
\_\_\_\_\_. His agent or employee, which acting within the scope of their employment,  
made, committed or omitted in the business conducted under such license, or caused by any other violation granted, then  
this obligation shall be void; otherwise to be and remain in full force and effect, provided, however, and it is expressly  
understood and agreed, that any person, co-partnership, association or corporation damaged by reason of the failure of the  
principal to perform and fulfill the foregoing conditions of this bond may maintain an action to recover such damages  
against the obligors in this bond in the same manner as though any such person, co-partnership, association or corporation  
were specifically names therein, provided, however, such action is brought within one year after time of the cause of  
action accrues.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [L.S.]

State of New York  
County of Erie  
City of Buffalo } ss.

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ before me came  
\_\_\_\_\_ to me  
personally known to be the individual described in and who executed the  
foregoing bond, and he acknowledged to me that he executed the same.

\_\_\_\_\_  
Commissioner of Deeds, Buffalo, N.Y.  
Notary Public, Erie Co., N.Y.

State of New York  
County of Erie  
City of Buffalo } ss.

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ before me personally came  
\_\_\_\_\_ to me known who, being by me  
duly sworn, did depose and say that he resided in

\_\_\_\_\_ ; that he is the

\_\_\_\_\_ of the \_\_\_\_\_ the corporation described in and which  
executed the above instrument; that he knew the seal of such corporation; that the seal affixed to said instrument was such  
corporate seal; and that it was so affixed by order of the Board of Directors of said corporation, and that he signed his  
name thereto by the like order.

\_\_\_\_\_  
Commissioner of Deeds, Buffalo, N.Y.  
Notary Public, Erie Co., N.Y.