

**APPLICATION FOR AN ADDITIONAL CONSUMER FINANCE OFFICE  
PURSUANT TO § 6.2-1508.1 OF THE CODE OF VIRGINIA**

**Bureau of Financial Institutions  
State Corporation Commission  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

**INSTRUCTIONS:**

1. Attach a check for \$150 payable to the Treasurer of Virginia. The application fee is not refundable.
2. Provide evidence that the applicant has the required unencumbered liquid assets of at least \$25,000 per licensed location. Acceptable assets are funds held in a checking account or savings account at a depository institution, money market funds, commercial paper, and treasury bills. Submit a statement from the bank or other institution holding the assets, verifying the book value(s), the type of account(s) in which the assets are held, and that the assets are not encumbered or hypothecated in any way. (Note: This minimum liquid asset provision must be maintained at all times.)

Pursuant to the provisions of § 6.2-1508.1 of the Code of Virginia, \_\_\_\_\_

\_\_\_\_\_  
(Name and Mailing Address of Licensee)

hereby applies to the State Corporation Commission for authority to operate an additional office at:

\_\_\_\_\_  
[Physical Location of Proposed Office (Street Address, City or Town and County, or other identification)]

\_\_\_\_\_  
[Mailing Address of Proposed Office (if different from physical location)]

Official responding to questions relating to this application: (Name, Mailing Address, Telephone Number, and E-mail Address)

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**CERTIFICATION**

The undersigned certifies that he/she has been duly authorized to execute and file the foregoing application and that to the best of his/her knowledge, information, and belief, the application and accompanying materials contain no misstatement of fact and do not omit a material fact called for.

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Information about appeals: All applications are investigated by the Bureau of Financial Institutions. Certain application decisions are made by the Commissioner of Financial Institutions under delegated authority from the State Corporation Commission. In the event you wish to appeal either a determination made by the Bureau of Financial Institutions in the course of its investigation of your application or the Commissioner of Financial Institutions' decision on your application, you may request a formal review by the State Corporation Commission in accordance with its Rules of Practice and Procedure (<https://www.scc.virginia.gov/pages/Rules-of-Practice-and-Procedure>)