



## **City of Houston Credit Access Business Closure or Relocation Certificate of Registration Return Policy**

All credit access businesses operating within the City of Houston are required to have a valid certificate of registration for each physically separate credit access business location.

Pursuant to the City of Houston Code of Ordinances, Chapter 28, Article XV, Section 28-492(b), registered credit access businesses must notify the City of Houston within 45 days after any material change in the information contained in the application for a certificate of registration, including, but not limited to, any change of address and any change in the status of the state license.

A credit access business choosing to close or relocate, must submit a written statement on company letterhead citing the closure or relocation of said location(s) and include the information below:

- Business name of each closed location
- Service address including suite number
- Zip code
- Telephone number.

Return the written statement and City of Houston certificate(s) of registration for each location by postal mail to:

**City of Houston Administration & Regulatory Affairs Department  
Commercial Permitting & Enforcement Section  
P.O. Box 1561  
Houston, Texas 77251-1561**

If you choose to submit the written statement and certificate(s) of registration in-person, visit the Houston Permitting Center, 1002 Washington Avenue, Houston, Texas 77002. Our counter service hours are Mondays through Fridays 8:00 a.m. to 4:30 p.m. Please arrive and check-in before 4:00 p.m. to complete the process.

For additional information:

**Visit:** <http://www.houstontx.gov/ara/regaffairs/commercial/Credit-Access-Business>

**Email:** [Houstonpermithelp@houstontx.gov](mailto:Houstonpermithelp@houstontx.gov)

**Call:** 832-394-8803 Administration & Regulatory Affairs Department – Commercial Permitting & Enforcement Section