



## 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 in person or by mail.**

### **IN PERSON**

Houston Permitting Center, Administration & Regulatory Affairs Department

1002 Washington Avenue, Houston, Texas 77002

Customer service counter hours Monday through Friday 8:00 a.m. to 4:15 p.m.

Please check-in before 4:00 p.m. to complete the process.

### **MAIL**

City of Houston

Administration & Regulatory Affairs Department

Regulatory Affairs Division

P.O. Box 1561, Houston, Texas 77251-1561

*If you need more information or have any questions, please contact us.*

Call: 832-394-8803

Email: [HoustonPermitHelp@houstontx.gov](mailto:HoustonPermitHelp@houstontx.gov)

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Online: <https://www.houstontx.gov/ara/regaffairs/commercial/Credit-Access-Business>

<https://www.houstontx.gov/codes>