

**ALTERNATE SITE RECORDKEEPING APPROVAL REQUEST FORM UNDER  
THE CONSUMER DISCOUNT COMPANY ACT (NON MORTGAGE) (“CDCA”)**

1. To request approval for alternate site recordkeeping, licensees must: (1) complete the Approval request form for CDCA Alternate Site Recordkeeping below by filling in the blanks with the requested information and (2) mail or e-mail a signed copy to:

Non-Depository Licensing Office  
Attn: Alternate Site Records/Jennifer Cox  
Pennsylvania Dept. of Banking and Securities  
17 N. 2nd St, Ste 1300  
Harrisburg, PA 17101  
jencox@pa.gov

2. Approval Requests that are incorrectly or not fully completed and/or unsigned will be returned to the Licensee.
3. Upon receipt of the Approval Request form the Department will review the request and determine whether or not to approve the request.
4. **A Request for Alternate Site Recordkeeping is not approved until the licensee receives a approval letter from the Department.**
5. You will be notified in writing if the alternate site recordkeeping request is not approved and the reasons for any non-approval.



REQUEST FOR APPROVAL OF CONSUMER DISCOUNT COMPANY (NON MORTGAGE)  
ALTERNATE SITE RECORDKEEPING LOCATION

Licensee requests that the Department approve alternate site recordkeeping for its books, accounts and records of the business (collectively the "Records") under the Consumer Discount Company Act, ("CDCA").

1. Licensee: \_\_\_\_\_, License No.: \_\_\_\_\_, under the Consumer Discount Company Act, ("CDCA") is requesting alternate site recordkeeping by submitting to the Bureau this signed Approval Request for Alternate Site Recordkeeping.
  
2. Licensee currently retains its Records at its place of business designated on its Department license (the "Licensed Location"):

\_\_\_\_\_  
Street  
\_\_\_\_\_, \_\_\_\_\_  
City State Zip

3. Licensee requests that it be permitted to store some or all of its Records at (the "Alternate Location"):

\_\_\_\_\_  
Street  
\_\_\_\_\_, \_\_\_\_\_  
City State Zip

Please mail or e-mail this completed form to:

Bureau of Compliance and Licensing  
Non-Depository Licensing Division  
Attn: Alternate Site Records/Jennifer Cox  
Pennsylvania Dept. of Banking and Securities  
17 N 2<sup>nd</sup> St, Ste 1300  
Harrisburg, PA 17101  
jencox@pa.gov

Date: \_\_\_\_\_ Name of Licensee: \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Officer Name (Printed): \_\_\_\_\_

Title of Officer: \_\_\_\_\_