



**REQUEST FOR CHANGE OF ALTERNATE SITE RECORDKEEPING LOCATION PURSUANT TO THE CONSUMER CREDIT CODE RELATED TO MOTOR VEHICLE SALES FINANCE**

1. Pursuant to the Approval granted for Alternate Site Recordkeeping by the Pennsylvania Department of Banking and Securities, Licensing Office (the "Office"), for \_\_\_\_\_ ("Licensee"), for License number \_\_\_\_\_, the Office approved Licensee's storage of some or all of its books, accounts and records of the business at the following location:

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

2. Licensee is hereby notifying the Office pursuant to the Approval letter, that it is changing its alternate site recordkeeping location to:

\_\_\_\_\_  
Street  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, beginning on \_\_\_\_\_.  
City State Zip

3. Licensee understands and acknowledges that all of the terms and conditions for the storage of records at an alternate site recordkeeping location contained in the original Approval letter remain in full force and effect.

Please mail or e-mail this completed form 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

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

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

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

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

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