

**APPLICATION FOR AN ADDITIONAL OFFICE OR RELOCATION  
OF AN EXISTING OFFICE PURSUANT TO § 6.2-1807 OF THE CODE OF VIRGINIA**

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

**INSTRUCTIONS:**

Attach a check for \$150 payable to the Treasurer of Virginia. The application fee is not refundable.

**For an additional office application only:**

1. Provide evidence that the applicant has the required unencumbered liquid assets of at least \$25,000 per licensed location. Acceptable assets are cash on hand and in depository institutions, money market funds, treasury bills, and commercial paper. 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.)
2. Provide a rider increasing the licensee's surety bond to the appropriate amount required by §6.2-1804 of the Code of Virginia, if the licensee does not already meet such requirement. (\$10,000 per location up to a maximum of \$50,000)

Pursuant to § 6.2-1807 of the Code of Virginia

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

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

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City or Town)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

If the proposed office will replace an existing office, identify the office being relocated:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City or Town)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

**Date office to be established/relocated:** \_\_\_\_\_ . If the proposed office is already conducting Virginia business, attach explanation.

**CERTIFICATION**

The undersigned certifies that the facts contained in this application are true and that he/she has been duly authorized to file this application.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number/E-mail Address

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 ([scc.virginia.gov/pages/Case-Information](http://www.scc.virginia.gov/pages/Case-Information)).