



CREDIT ACCESS BUSINESS CERTIFICATE OF REGISTRATION INFORMATION AND INSTRUCTIONS

On October 14, 2014, The Dickinson City Council Amended Chapter 8 “Licenses and Business Regulations” of the Code of Ordinances, City of Dickinson, Texas (the “Code”) to add Article XII, “Credit Access Businesses” (“CAB”). These amendments became effective on October 24, 2014. CABs are commonly known as payday loan companies or vehicle title loan companies.

In accordance with Chapter 8, Article XII of the Code, a certificate of registration is required for each physically separate CAB outlet (store location) within the City of Dickinson. To obtain a certificate of registration for a CAB, a person must submit properly completed application to the City of Dickinson Community Development Department, along with : (1) a copy of the current valid state CAB license for the CAB location; and (2) a copy of a current , valid certificate of occupancy showing that the CAB is in compliance with the code.

The applicant or registrant is required to notify the Community Development Department 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 status of the state license held by the applicant or registrant, and/or any change in ownership. Each required item of information on the application is material.

Failure to comply with the CAB ordinance may result in a misdemeanor violation punishable, upon conviction, by a fine of not more than FIVE HUNDRED AND NO/100 DOLLARS (\$500.00) per day.

How to Obtain an Application – You may obtain a CAB certificate of registration application in two ways: 1) download an application from the City Website: www.ci.dickinson.tx.us or 2) pick up an application at the City of Dickinson, Community Development Department, 4403 Hwy 3, Dickinson, TX 77539.

Submitting Your Application – You may submit your CAB certificate of registration application along with a non-refundable application fee in the amount of \$50.00 by: 1) Mail to: City of Dickinson, Community Development Department, 4403 Hwy 3, Dickinson, TX 77539; or 2) In Person: Community Development Department, 4403 Hwy 3, Dickinson, TX 77539. Community Development accepts cash, check or credit cards; please make check payable to the City of Dickinson. Incomplete applications will not be accepted.

Displaying Your Certificate of Registration - CAB locations are required to conspicuously display the certificate of registration to the public in the business and must be presented upon request to the Community Development Department or any peace officer for examination.

CAB Certificate of Registration Renewal – All certificates of registration are issued and valid for one year from the time of issuance or date of revocation, suspension, surrender, expiration with renewal, or other termination of the registrant’s state license. A CAB certificate of registration renewal application must be submitted at least thirty (30) days prior to the time of expiration.

Questions? – For CAB certificates of registration applications, or other questions, please contact the City at (281) 337-6259