

CHECK CASHING REGISTRATION FORM Title 7, Chapter 23 Check Cashing, Utah Code	STATE OF UTAH Department of Financial Institutions 324 South State Street, Suite 201, SLC, UT 84111 dfi.utah.gov Fax: (801) 538-8894 Tel: (801) 538-8830
INSTRUCTIONS A. Fill out this Check Cashing Registration Form B. Read the information on Page 2 and attach all required items C. Send this completed form, fee and attachments to us at: P.O. Box 146800, Salt Lake City, UT 84114-6800	Do Not Write In This Space

FILL OUT THIS INFORMATION

If any information is missing, incomplete or hard to read, your Check Cashing Registration submission may be returned to you.

☐ **Renewal**
I am renewing my active Check Cashing Registration

☐ **Initial Registration**
My Check Cashing Registration expired, or I am filing a NEW Check Cashing Registration

1) Select one Check Cashing Registration Type: _____

2) Company Name _____

3) Check Cashing Business Name _____
(If this information is the same as your Company Name above, write "same.")

4) Principal Business Office Location _____

Street Address
City
State
Zip

5) Company Contact Information: Who is responsible for replying to the areas below?

	<u>Name</u>	<u>Email Address</u>	<u>Phone Number</u>
Consumer Complaints:			
Examination Requests:			
Filling out this form:			

6) Registered Agent: Who is the designated agent in Utah upon whom service of process may be made?

Registered Agent Name _____

Registered Agent Address _____

Street Address
City
State
Zip

7) Federal Employer Identification Number (EIN) _____

ATTACH THESE ITEMS

Read Additional Information on Page 2 for instructions.

Check Cashing Registration Fee Payment <i>(Select and attach one fee payment below.)</i>	
☐ \$200 Check Cashing Registration Renewal	OR
☐ \$300 NEW Check Cashing Registration	
Certificate from the Utah Department of Commerce Division of Corporations <i>(Select and attach one Certificate.)</i>	
☐ Certificate of Existence (COE)	OR
☐ Certificate of Registration (COR)	
Check Cashing Business Locations <i>(You must attach a document for both items listed below.)</i>	
☐ Utah Location List	AND
☐ Non-Utah Locations Description	
Criminal Convictions <i>(Select one box below to certify that you have obtained and reviewed reports to identify criminal convictions for disclosure and then confirm your conclusion by checking one box.)</i>	
☐ No criminal convictions to disclose.	OR
☐ We have criminal convictions to disclose.	

8) By PRINTING or TYPING my name below, I certify that the information provided on this form is true and correct.

Name _____
Title _____
Date _____

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CHECK CASHING REGISTRATION FORM

Title 7, Chapter 23 Check Cashing, Utah Code

STATE OF UTAH

Department of Financial Institutions

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ADDITIONAL INFORMATION

This page explains items that must be attached to the Registration Form.

Fee Payment

To pay the registration fee, attach a check made payable to the Utah Department of Financial Institutions. Please make sure the check is for the correct amount.

- If you are renewing your registration before December 31st, the amount is \$200.
- OR
- If this is the first time you have filed a registration, or the company's previous registration was not renewed by December 31st (expired), the amount is \$300.

Certificate from the Utah Department of Commerce Division of Corporations

Utah law requires you to submit evidence that your check cashing business is registered with the Utah Department of Commerce Division of Corporations ("the Division"). Acceptable evidence is either a Certificate of Existence (COE) or a Certificate of Registration (COR), depending on the business name under which check cashing takes place. We only accept COEs and CORs purchased within 90 days of your registration submission.

To buy your certificate, go to the Division's [website](#). Select "Ordering Certified Documents" to be taken to the "[Ordering/Obtaining Copies & Certificates](#)" page and follow the instructions.

- If you cash checks under a legal entity name, like a corporation or LLC, then you must give us a COE. Scroll to the section that states "*How to Order a Certificate of Existence*" and follow the instructions.
- OR
- If you cash checks under an assumed name, like a "doing business as" (DBA) name, then you must give us a COR. Scroll to the section that states: "*How to Order a Certificate Registration for a DBA*" and follow the instructions. If you cash checks under more than one DBA, you must give us a COR for every DBA. If you give us a COR for every DBA, please do not submit a COE for the legal entity name.

If you follow these instructions and cannot obtain your certificate, please contact the [Division of Corporations](#). If the Division is unable to help you, please email a description of the issue(s) you are experiencing to msb.dfi@utah.gov. Our licensing staff will reply to you to suggest next steps.

Check Cashing Business Locations

Utah law requires you to tell us where you cash checks. You must attach both of the following attachments.

- Utah location list. Please attach a list that shows the address of every Utah location, even if there is only one location. If you do not cash checks at a Utah address, then attach a document that shows: 1) the name under which check cashing takes place and 2) "No locations in Utah."

AND

- Non-Utah locations description. If you cash checks for Utah residents but do not have an office in Utah, attach a document that describes the manner in which the business is conducted. If all your check cashing takes place at physical locations in Utah, then attach a document that shows: 1) the name under which check cashing takes place and 2) "No locations outside of Utah."

Criminal Convictions

Utah law requires you to tell us if certain employees have been convicted of an act of fraud, dishonesty, breach of trust, or money laundering. These employees are a principal officer, director, manager, operator, or anyone with access to check-cashing customers' personally identifiable information. The law also requires you to obtain a Utah Bureau of Criminal Identification (BCI) report for each of these individuals. (You can obtain a different criminal background check if it provides information similar to a Utah BCI report.) Do not attach BCI reports to this registration. Instead, review them to identify criminal convictions for disclosure, select one statement on Page 1 of this form, and keep the report(s) for possible review at a future examination.

On Page 1: Select one statement certifying either 1) "No criminal convictions to disclose" OR 2) "We have criminal convictions to disclose."

Important Reminders

- You only need to obtain a BCI or equivalent report one time per employee for the length of their employment.
- If you select the box indicating your company has criminal convictions to disclose, a DFI employee will call you.
- Do not send BCI reports to the DFI.