

**STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL & PROFESSIONAL REGULATION
DIVISION OF FINANCIAL INSTITUTIONS**

CURRENCY EXCHANGE SECTION

APPLICATION CHECKLIST

The following checklist is provided to assist in completing your currency exchange application. All information requested must be entered in a correct and legible manner.

- **\$500 check/money order** non-refundable, made payable to the Division of Financial Institutions (application/investigation fee) - must be included with your application documents.
- **Application - signed by all applicants (owners, officers, directors), before a notary.**
- **Applicant Questionnaire** - for each applicant (owner, officer, director) signed before a notary. Every question must be answered fully, including complete addresses for references.
- **Applicant Questionnaire #8** - attach additional sheet.
- **Applicant Questionnaire #19** – Complete two reference affidavits for each applicant. Affiants must be citizens of the State of Illinois. They should not be a member of the family, employee of, or associated with the applicant in another C.E. business.
- **Personal Financial Statement** - for each applicant, signed before a notary. Summary and detail sheets must balance.
- **Credit Bureau Report** - for each applicant a narrative credit report must be ordered and paid for by the applicant; sent directly to the Currency Exchange Section by the credit bureau. (Western Cook Credit Services, (773) 792-0333, is familiar with our requirements).
- **Landlord's Letter of Intent to Lease** to the currency exchange at the application location.
- **Financing Information** - detailed explanation forwarded directly to us from the bank or individual providing financing.
- **Information in support of need** for a community currency exchange at the location specified to open (if new exchange).

Failure to provide the necessary information can delay the processing of your application. You will be notified if items are missing or if clarification is needed.

If you have any questions, please call us at (312) 814-5153.