**Parts of a Rule**

561—15.3(272D,261) Requirements of the department.

15.3(1) Records.

a. The department shall collect and maintain records of its licensees for a minimum of five years. Record shall include, at a minimum, the following:
   1. The licensee’s first and last names.
   2. The licensee’s current known address.
   3. The licensee’s social security number.

b. The records shall be made available to the collecting agency so that the collecting agency may match to the records the names of persons with any liabilities placed with the collecting agency for collections. The records must be submitted in an electronic format and updated on a quarterly basis.

15.3(2) Certificate of noncompliance. Upon receipt of a certificate of noncompliance from the collecting agency, the department shall initiate rules and procedures for the suspension, revocation, or denial of issuance or renewal of a license to a person.

This rule is intended to implement Iowa Code chapters 261 and 272D.

---

*May be further subdivided as follows:*

(2) Records shall include, at a minimum, the following:

1. The licensee’s first and last names.
2. The licensee’s current known addresses, including:
   - Mailing address.
   - Street address, if different from mailing address.
   - E-mail address, if provided.
3. The licensee’s social security number.

**Numbered paragraphs may be used instead of subrules if the content is brief (e.g., a series of fragments) and requires no subdivision.**