AZ Loan Originator License
New Application Checklist (Individual)

CHECKLIST SECTIONS

- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Note from Arizona Department of Insurance and Financial Institutions ("AZ-DIFI"): *We ask that you provide the necessary information needed to make our decision within 10 days of the date we notify you of any deficiencies. This is to ensure the application can be processed and to avoid any undue delay. Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee*.

Who Is Required to Have This License?

See Arizona Revised Statutes Title 6, Chapter 9 – Loan Originator.

The Arizona Department of Financial Institutions **ONLY** issues an electronic license for this license type.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Individual Form (MU4) in NMLS are indicated in the checklist below. When uploading documents, follow the guidance in Document Upload Descriptions and Examples.

Helpful Resources

- Individual Form (MU4) Filing Quick Guide
- License Status Definitions Quick Guide
- Disclosure Explanations - Document Upload Quick Guide
- State-Specific Education Chart
- Individual Test Enrollment Quick Guide
- Course Enrollment Quick Guide

Agency Contact Information

Contact *Arizona Department of Financial Institutions* licensing staff by phone at (602) 771-2800 or send your questions via email to felicensing@difi.az.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE

APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

PREREQUISITES - *These items must be completed prior to the submission of your Individual Form (MU4).*

Complete	AZ Loan Originator License	Submitted via…
☐	**Pre-licensure Education**: Complete 20 hours of NMLS approved pre-licensure. Education courses. – NMLS must indicate you are compliant with this requirement. Education must include 4 hours of Arizona Law. Review the State-Specific Education Requirements Chart for more information. Follow the instructions in the Course Completion Records Quick Guide to confirm that PE has been posted to your record and the PE Total indicates "Compliant."	**NMLS**
☐	**Testing:** Must satisfy one of the following three conditions: 1. Passing results on both the National and Arizona State components of the SAFE Test, or 2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or 3. Passing results on the National Test Component with Uniform State Content Follow the instructions in the View Testing Information Quick Guide to confirm test results have been posted to your record and indicate "Pass."	**NMLS**

LICENSE FEES - *Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.*

Complete	AZ Loan Originator License	Submitted via…
☐	**AZ Application Fee:** $350.00 **AZ License/Registration Fee:** **If you apply in… / Your license fee will be…** Jan/Feb/Mar: $150.00 Apr/May/Jun: $112.50 Jul/Aug/Sep: $ 75.00 Oct: $37.50 Nov/Dec: $187.50 (includes following year renewal fee) **NMLS Processing Fee:** $30.00	**NMLS (Filing submission)**

	Credit Report: $15 **FBI Criminal Background Check**: $36.25	
Note	**Recovery Fund:** $100.00 **Surety Bond:** You will be invoiced in NMLS for this fee if your employer does not have the $200,000.00 LO Surety Bond.	**NMLS (Agency Fee Invoice)**

REQUIREMENTS COMPLETED IN NMLS- *These items must be completed during or after the submission of your Individual Form (MU4).*

Complete	AZ Loan Originator License	Submitted via…
☐	**Submission of Individual Form (MU4):** Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.	**NMLS**
☐	**Criminal Background Check**: Authorization for an FBI criminal history background check to be completed in NMLS. After you authorize the FBI criminal history background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted. See the Completing the Criminal Background Check Process Quick Guide for information. **Note:** If you are able to 'Use Existing Prints' to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the background check will begin to process automatically.	**NMLS**
☐	**Credit Report:** Authorization for a credit report must be completed. Upon initial authorization, you are required to complete an Identity Verification Process (IDV) within the Individual Form (MU4). See the Individual (MU4) Credit Report Quick Guide for instructions on completing the IDV. **Note:** The same credit report can be used for any existing or additional licenses for up to 30 days.	**NMLS**
☐	**Disclosure Questions:** Provide an explanation and, if applicable, a supporting document for each "Yes" response. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	**Upload in NMLS** in the *Disclosure Explanations* section of the Individual Form (MU4).
☐	**Company Sponsorship:** A sponsorship request must be submitted by your employer. AZ will review and accept or reject the sponsorship request. AZ offers an "Approved-Inactive" license status. If you are not currently employed by a mortgage company (or your employer has not yet requested sponsorship on your behalf) and you have completed all requirements for this license, the license may be issued as "Approved-Inactive" until sponsorship by a mortgage company is acquired. While in an "Approved-Inactive" status, you are	**NMLS**

	NOT authorized to conduct business under the authority of the AZ Loan Originator License	
☐	**Employment History:** The business address listed in the *Employment History* section of the Individual Form (MU4) must match the address of the registered location in the Company Relationship.	**NMLS**
☐	**Residential History:** The residence address listed in the *Residential History* section of the individual form (MU4) must match the mailing address listed in the *Identifying Information* section. *Exception* You can use a P.O. Box for the mailing address.	**NMLS**

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	**AZ Loan Originator License**	**Submitted via…**
☐	**Full Legal Name and Status Documentation:** Upload onto NMLS legal documentation of full legal name and legal status. This may be certified copies of divorce decree, marriage certificate, birth certificate, passport, etc. *Further documentation may be required. **Note: Full Name Entry** - Applicant's Full Name (First, Middle, Last) must be entered on the Individual Form (MU4) and must be the individual's legal name as found on their birth certificate, marriage license, divorce decree, or other legal name/name change document. If the applicant is a "Jr.", "Sr.", "III", etc., that designation must be entered in the suffix section. DO NOT enter marital statuses such as "Mr.", "Ms.", or "Mrs." Etc. Any legal name change must be supported by the verifying documentations.	**Upload in NMLS:** under the Document Type Legal Name/Status Documentation in the *Document Uploads* section of the Individual Form (MU4).
☐	**Documentation of Citizenship or Alien Status**: Arizona requires a copy of appropriate documentation of citizenship or alien status. This will need to be uploaded into NMLS. Please refer to A.R.S. Section 41-1080. **Note**: A driver's license from the following states **WILL NOT** satisfy this requirement: California, Colorado, Connecticut, Delaware, District of Columbia, Hawaii, Illinois, Maryland, New Mexico, New York, Nevada, Utah, Vermont, and Washington.	**Upload in NMLS:** under the Document Type Legal Name/Status Documentation in the *Document Uploads* section of the Individual Form (MU4).

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	**AZ Loan Originator License**	**Submitted via…**
No items are required to be submitted outside of NMLS for this license/registration at this time.		

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief nay be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissed pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.