



# AZ Collection Agency License Transition Checklist (Company)

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## GENERAL INFORMATION

### Transition to NMLS

Companies holding the Arizona Department of Insurance and Financial Institutions (AZ-DIFI) Collection Agency License are to submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each of their control persons.

**Note:** If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in AZ, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Company Form (MU1), so they are not charged a new application fee. The transition number is your AZ-DIFI license number. This is found on the top of your AZ-DIFI license after the letters "CA -". As an example if your license number is CA-0000016, the transition # would be 16. If your license # is CA-1234567 the transition number is 1234567.

### Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company transition.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).

- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

### Helpful Resources

- [Transitioning an Existing Company License Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions 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](mailto: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.

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

Complete	AZ Collection Agency License	Submitted via...
Note	<b>AZ License/Registration Transition Fee: \$0</b> <b>NMLS Transition Processing Fee: \$0</b>	N/A

### REQUIREMENTS COMPLETED IN NMLS

Complete	AZ Collection Agency License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Company Form (MU1):</b> Complete and submit the Company Form (MU1) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the <a href="#">Transitioning an Existing License Quick Guide</a> for instructions on how to submit the transition request.</p> <p><b>Note:</b> If your company holds additional Collection Agency Licenses related to the use of other trade names, you must also submit a transition request for the appropriate <i>Arizona Collection Agency License – Other Trade Name #</i> via the Company Form (MU1).</p> <p><b>R20-4-1519. Licensee Names and Control:</b></p> <p><b>C.</b> A collection agency shall not use a collection agency license to do business under more than one name. Each collection agency shall apply for and obtain a separate license for each business name it intends to</p>	NMLS

	use in Arizona.	
<input type="checkbox"/>	<p><b>Other Trade Name:</b> If operating under a name that is different from the applicant's legal name, that name "Trade Name or, "DBA" must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). AZ-DFI does not allow more than one (1) other trade name.</p> <p>If operating under an "Other Trade Name", upload your Trade Name Certificate from the Arizona Secretary of State regarding ability to do business under that trade name.</p> <p>This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</p>	<p><b>NMLS</b></p> <p><b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	AZ Collection Agency License	Submitted via...
<input type="checkbox"/>	<p><b>Resident/Registered Agent:</b> The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1).</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Primary Contact Employees:</b> The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> <li><b>Primary Company Contact.</b> This is the person whom will be notified of any important information that affects your license. This includes renewal notification and to whom your license will be emailed to.</li> <li><b>Primary Consumer Complaint Contact.</b> This is the person to whom AZ-DFI will send complaints to that have been filed with our agency.</li> </ol>	<b>NMLS</b>
Note	<p><b>Non-Primary Contact Employees:</b> AZ-DFI does not <b>require</b> any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p>	<b>N/A</b>
Note	<p><b>Bank Account:</b> Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	<b>N/A</b>
<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the company or related control persons (MU2).</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<p><b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>Qualifying Individual:</b> "Active Manager" means the person who is in active management of the conduct of the collection agency's business, and who meets the qualifications listed in A.R.S. § 32-1023(A).</p> <p>This individual must be listed in the <i>Qualifying Individual</i> section of Company Form (MU1) for Arizona.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Control Person (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it</p>	<b>NMLS</b>

	is able to be submitted along with the Company Form (MU1).	
Note	<b>Credit Report:</b> Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
Note	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS to transition.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	AZ Collection Agency License	Submitted via...
<input type="checkbox"/>	<b>Formation Documents:</b> Formation documents from the domiciled state must be uploaded to NMLS. Upload requested documentation directly into NMLS under “Formation Documents” in the Document Uploads section of the MU1.	NMLS
<input type="checkbox"/>	<b>Surety Bond:</b> Upload a current copy of your surety bond.	NMLS
<input type="checkbox"/>	<b>Financial Documents:</b> Upload a current copy of your most recent quarterly financial statement.	NMLS
<input type="checkbox"/>	<b>Business Plan:</b> <ul style="list-style-type: none"> <li>• <b>Upload a Business Plan</b> under “Business Plan” in the “Document Uploads” section of the Form MU1. This document should be named [Company Legal Name] Business Plan.</li> <li>• The business plan must include: marketing strategies, products, target markets, and the operating structure that the applicant intends to employ.</li> <li>• If an existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.</li> </ul>	NMLS
<input type="checkbox"/>	<b>Organizational Chart/Description:</b> <ul style="list-style-type: none"> <li>• <b>Upload an Organizational Chart</b> under “Organizational Chart/Description” in the “Document Uploads” section of the Form MU1. This document should be named [Company Legal Name] Organizational Chart – Description.</li> <li>• The organizational chart must include a chart showing (or a description which includes) the percentage of ownership of Direct Owners and</li> </ul>	NMLS

	<p>Indirect Owners as well as Subsidiaries and Affiliates of the applicant.</p> <ul style="list-style-type: none"> <li>• If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded.</li> </ul>	
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#### INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

#### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	AZ Collection Agency License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		