



AZ Money Transmitter Branch License New Application Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Note from AZ-DFI: 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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.

Who is required to have this license?

This License is required for any company who sells or issues payment instruments, receives money for transmission, exchanges payment instruments, or receives money for obligors for the purpose of paying bills, invoices, or accounts.

See Arizona Revised Statutes Title 32, Chapter 9 – [Money Transmitter Branch](#)

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 may 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.

Activities Authorized Under This License

This license authorizes the following activities...

- Bill paying
- Issuing and/or selling drafts
- Selling prepaid access/stored value
- Check cashing
- Electronic Money Transmitting
- Foreign currency dealing or exchanging
- Issuing money orders
- Issuing prepaid access/stored value
- Other-Money Services
- Selling money orders

Pre-Requisites for License Applications

- This license should only be applied for by a company that also holds or is applying for AZ Money Transmitter License.

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

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) 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 application.
- 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

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [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 licensing@azdfi.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 Money Transmitter Branch License	Submitted via...										
<input type="checkbox"/>	<p>AZ-DFI Application Fee: \$500</p> <p>This is the initial Non-Refundable Application Fee of \$500.00. This fee DOES NOT include your License/Registration Fee.</p> <p>NMLS Initial Processing Fee: \$0</p>	<p>NMLS (Filing submission)</p>										
<p>Note</p>	<p>AZ License/Registration Fee: Once your license application has been approved, you will receive an invoice through NMLS for your licensing fee.</p> <p>This fee MUST be paid through NMLS. Once DFI receives payment, your license will be issued within 72 hours.</p> <table border="1" data-bbox="253 739 938 1003"> <thead> <tr> <th data-bbox="253 739 607 793">If your license is issued in...</th> <th data-bbox="607 739 938 793">Your license fee will be...</th> </tr> </thead> <tbody> <tr> <td data-bbox="253 793 607 848">Nov/Dec/Jan</td> <td data-bbox="607 793 938 848">\$100.00</td> </tr> <tr> <td data-bbox="253 848 607 903">Feb/Mar/Apr</td> <td data-bbox="607 848 938 903">\$50.00</td> </tr> <tr> <td data-bbox="253 903 607 957">May/Jun/Jul</td> <td data-bbox="607 903 938 957">\$200.00</td> </tr> <tr> <td data-bbox="253 957 607 1003">Aug/Sep/Oct</td> <td data-bbox="607 957 938 1003">\$150.00</td> </tr> </tbody> </table>	If your license is issued in...	Your license fee will be...	Nov/Dec/Jan	\$100.00	Feb/Mar/Apr	\$50.00	May/Jun/Jul	\$200.00	Aug/Sep/Oct	\$150.00	<p>NMLS Agency Fee Invoice</p>
If your license is issued in...	Your license fee will be...											
Nov/Dec/Jan	\$100.00											
Feb/Mar/Apr	\$50.00											
May/Jun/Jul	\$200.00											
Aug/Sep/Oct	\$150.00											
<p>Note</p>	<p>Uniform Authorized Agent Reporting Annual Processing Fee: An annual fee of twenty-five cents (\$0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st.</p> <p>There is no fee for the first 100 active agents reported (Companies with 100 agents or less are not subject to the UAAR Processing Fee).</p> <p>The fee is capped at \$25,000 per licensee in any one year.</p> <p>The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline).</p> <p>See the Uniform Authorized Agent Reporting Processing Fee Fact Sheet for more information.</p>	<p>NMLS (Agency Fee Invoice)</p>										

REQUIREMENTS COMPLETED IN NMLS		
Complete	AZ Money Transmitter Branch License	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	<p>Other Trade Names: If operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the Other Trade Names section of the Branch Form (MU3) and Company Form (MU1).</p> <p>If operating under an "Other Trade Name", upload documentation regarding ability to do business under that trade name.</p> <p>This document should be named <i>Arizona Money Transmitter Trade Name – Assumed Name</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: 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>
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Branch managers must provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p> <p>Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
Note	Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**Complete****AZ Money Transmitter Branch License****Submitted via...**

No branch documents are required to be uploaded into NMLS for this license/registration at this time.

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 Money Transmitter Branch License****Submitted via...**

No items are required to be submitted outside of NMLS for this license/registration at this time.