



# Arizona Department of Financial Institutions 2020 Renewal Checklist

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## Instructions

Renewal requests must be submitted through NMLS by the date specified by your state regulator(s). [Click here to review all renewal deadlines, requirements and fees.](#)

Review the Renewal Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency within **five** business days of the electronic renewal submission.

## License Types

- [Collection Agency \(CA\)](#)
- [Collection Agency Branch \(CA-BR\)](#)
- [Commercial Mortgage Banker \(CBK\)](#)
- [Commercial Mortgage Banker Branch \(CBK-BR\)](#)
- [Commercial Mortgage Broker \(CMB\)](#)
- [Commercial Mortgage Broker Branch \(CMB-BR\)](#)
- [Loan Originator \(LO\)](#)
- [Mortgage Banker \(BK\)](#)
- [Mortgage Banker Branch \(BK-BR\)](#)
- [Mortgage Broker \(MB\)](#)
- [Mortgage Broker Branch \(MB-BR\)](#)
- [Premium Finance \(PF\)](#)
- [Premium Finance Branch \(PF-BR\)](#)
- [Registered Exempt Person \(REP\)](#)

**Note:** The following license types must be renewed with Arizona outside of NMLS one year from the date of the new license approval. **However, all licensees must also complete the NMLS Annual Renewal between November 1st and December 31st each year.**

- [Advance Fee Loan Broker \(ALB\)](#)
- [Consumer Lender \(CL\)](#)
- [Consumer Lender Branch \(CL-BR\)](#)
- [Debt Management \(DM\)](#)
- [Debt Management Branch \(DM-BR\)](#)
- [Escrow Agent \(EA\)](#)
- [Escrow Agent Branch \(EA-BR\)](#)
- [Money Transmitter \(MT\)](#)
- [Money Transmitter Branch \(MT-BR\)](#)
- [Sales Finance \(SF\)](#)
- [Sales Finance Branch \(SF-BR\)](#)

## 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](mailto:licensing@azdfi.gov) for additional assistance.

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL THE REQUIREMENTS OF THE AGENCY FROM WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT THE RESPECTIVE STATE AGENCY OR LEGAL COUNSEL, AS APPROPRIATE.

Arizona Collection Agency (CA) & Collection Agency Branch (CA-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	<b>NMLS</b>

Updated 08/13/2019

Arizona Commercial Mortgage Banker (CBK) & Commercial Mortgage Banker Branch (CBK-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	<b>NMLS</b>

Updated 08/13/2019

Arizona Commercial Mortgage Broker (CMB) & Commercial Mortgage Broker Branch (CMB-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	<b>NMLS</b>

Updated 08/13/2019

Arizona Loan Originator (LO)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	<b>NMLS</b>

Updated 08/13/2019

Arizona Mortgage Banker (BK) & Mortgage Banker Branch (BK-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	<b>NMLS</b>

Updated 08/13/2019

Arizona Mortgage Broker (MB) & Mortgage Broker Branch (MB-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	NMLS

Updated 08/13/2019

Arizona Premium Finance (PF) & Premium Finance Branch (PF-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	NMLS

Updated 08/13/2019

Arizona Registered Exempt Person (REP)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>AZDFI Renewal Checklist:</b> Provides instructions and requirements for license renewal in Arizona. <a href="#">Click to Download Checklist.</a>	NMLS

Updated 08/13/2019

Arizona Advance Fee Loan Broker (ALB)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>If you want to continue managing your license via the NMLS, you must request renewal via the NMLS between 11/1 and 1/31. If you fail to renew your NMLS registration by 1/31, your AZ license will remain active, but you will be required to manage your license solely through the AZ <a href="#">e-license portal</a>. If you fail to renew your NMLS registration, but still want to manage your license via the NMLS, you must submit a new license transition request via the NMLS.</p> <p><b>*Note* By requesting renewal via the NMLS, you are only renewing your NMLS registration. You must follow the steps below to renew your AZ license.</b></p> <p>Each company holding this license is required to renew your company license through the Arizona's <a href="#">e-license portal</a> by June 30. If your company does not renew by July 31 your company license will be terminated on August 1. Due to statutory requirements, no exceptions will be granted ( <a href="#">A.R.S § 6-1305.C</a> ).</p> <p><b>*Note*</b> The AZDFI renewal period is between 5/1 and 6/30. Refer to these <a href="#">instructions</a> for your state renewal.</p>	<p>NMLS</p> <p><a href="#">e-license portal</a></p>

Updated 08/13/2019

Arizona Consumer Lender (CL) & Consumer Lender Branch (CL-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>If you want to continue managing your license via the NMLS, you must request renewal via the NMLS between 11/1 and 1/31. If you fail to renew your NMLS registration by 1/31, your AZ license will remain active, but you will be required to manage your license solely through the AZ <a href="#">e-license portal</a>. If you fail to renew your NMLS registration, but still want to manage your license via the NMLS, you must submit a new license transition request via the NMLS.</p> <p><b>*Note* By requesting renewal via the NMLS, you are only renewing your NMLS registration. You must follow the steps below to renew your AZ license.</b></p> <p>Each company holding this license is required to renew your company license through the Arizona's <a href="#">e-license portal</a> by June 30. If you do not submit your license renewal(s) by June 30, your license(s) will be terminated on July 1. Arizona law does not provide any exception. Due to statutory requirements, no exceptions will be granted (<a href="#">A.R.S §6-604.B</a>).</p> <p>*Note* The AZDFI renewal period is between 5/1 and 6/30. Refer to these <a href="#">instructions</a> for your state renewal.</p>	<p><b>NMLS</b></p> <p><a href="#">e-license portal</a></p>

*Updated 08/13/2019*

Arizona Debt Management (DM) & Debt Management Branch (DM-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>If you want to continue managing your license via the NMLS, you must request renewal via the NMLS between 11/1 and 1/31. If you fail to renew your NMLS registration by 1/31, your AZ license will remain active, but you will be required to manage your license solely through the AZ <a href="#">e-license portal</a>. If you fail to renew your NMLS registration, but still want to manage your license via the NMLS, you must submit a new license transition request via the NMLS.</p> <p><b>*Note* By requesting renewal via the NMLS, you are only renewing your NMLS registration. You must follow the steps below to renew your AZ license.</b></p> <p>Each company holding this license is required to renew your company license through the Arizona's <a href="#">e-license portal</a> by June 15. If you do not submit your company renewal by June 15, your company license will be suspended. If your company does not renew by June 29 your company license will expire on June 30th. Due to statutory requirements, no exceptions will be granted ( <a href="#">A.R.S § 6-707.C</a> ).</p> <p>*Note* The AZDFI renewal period is between 5/1 and 6/15. Refer to these <a href="#">instructions</a> for your state renewal.</p>	<p><b>NMLS</b></p> <p><a href="#">e-license portal</a></p>

*Updated 08/13/2019*

Arizona Escrow Agent (EA) & Escrow Agent Branch (EA-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>If you want to continue managing your license via the NMLS, you must request renewal via the NMLS between 11/1 and 1/31. If you fail to renew your NMLS registration by 1/31, your AZ license will remain active, but you will be required to manage your license solely through the AZ <a href="#">e-license portal</a>. If you fail to renew your NMLS registration, but still want to manage your license via the NMLS, you must submit a new license transition request via the NMLS.</p> <p><b>*Note* By requesting renewal via the NMLS, you are only renewing your NMLS registration. You must follow the steps below to renew your AZ license.</b></p> <p>Each company holding this license is required to renew your company license through the Arizona's <a href="#">e-license portal</a> by September 30. If you do not submit your license renewal(s) by September 30, your license will be suspended and the company will be subject to a \$25 per-day late penalty. If you do not submit your license renewal(s) by October 31, your license(s) will be terminated on November 1. Arizona law does not provide any exception ( <a href="#">A.R.S § 6-815</a> ).</p> <p>*Note* The AZDFI renewal period is between 8/1 and 9/30. Refer to these <a href="#">instructions</a> for your state renewal.</p>	<p><b>NMLS</b></p> <p><a href="#">e-license portal</a></p>

*Updated 08/13/2019*

Arizona Money Transmitter (MT) & Money Transmitter Branch (MT-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>If you want to continue managing your license via the NMLS, you must request renewal via the NMLS between 11/1 and 1/31. If you fail to renew your NMLS registration by 1/31, your AZ license will remain active, but you will be required to manage your license solely through the AZ <a href="#">e-license portal</a>. If you fail to renew your NMLS registration, but still want to manage your license via the NMLS, you must submit a new license transition request via the NMLS.</p> <p><b>*Note* By requesting renewal via the NMLS, you are only renewing your NMLS registration. You must follow the steps below to renew your AZ license.</b></p> <p>Each company holding this license is required to renew your company license through the Arizona's <a href="#">e-license portal</a> by November 1. If you do not submit your license renewal(s) by November 1, your license will be suspended and the company will be subject to a \$100 per-day late penalty. If you do not submit your license renewal(s) by December 1, your license(s) will be terminated on December 1. Arizona law does not provide any exception ( <a href="#">A.R.S § 6-1206</a> ).</p> <p>*Note* The AZDFI renewal period is between 9/1 and 11/1. Refer to these <a href="#">instructions</a> for your state renewal.</p>	<p><b>NMLS</b></p> <p><a href="#">e-license portal</a></p>

*Updated 08/13/2019*

Arizona Sales Finance (SF) & Sales Finance Branch (SF-BR)

Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>If you want to continue managing your license via the NMLS, you must request renewal via the NMLS between 11/1 and 1/31. If you fail to renew your NMLS registration by 1/31, your AZ license will remain active, but you will be required to manage your license solely through the AZ <a href="#">e-license portal</a>. If you fail to renew your NMLS registration, but still want to manage your license via the NMLS, you must submit a new license transition request via the NMLS.</p> <p><b>*Note* By requesting renewal via the NMLS, you are only renewing your NMLS registration. You must follow the steps below to renew your AZ license.</b></p> <p>Each company holding this license is required to renew your company license through the Arizona's <a href="#">e-license portal</a> by June 30. If you do not submit your license renewal(s) by June 30, the company will be subject to a \$25 per-day late penalty. If you do not submit your license renewal(s) by July 31, your license(s) will be terminated on August 1. Arizona law does not provide any exception (<a href="#">A.R.S § 44-282.F</a>)</p> <p><b>*Note*</b> The AZDFI renewal period is between 5/1 and 6/30. Refer to these <a href="#">instructions</a> for your state renewal.</p>	<p><b>NMLS</b></p> <p><a href="#">e-license portal</a></p>

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