



AZ Collection Agency 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

Who Is Required to Have This License?

Any location in Arizona that conducts business as a collection agency.

"Collection agency" means:

- (a) All persons engaged directly or indirectly in soliciting claims for collection or in collection of claims owed, due or asserted to be owed or due.
- (b) Any person who, in the process of collecting debts occurring in the operation of his own business, uses any name other than his own which would indicate that a third person is collecting or attempting to collect such debts.

See Arizona Revised Statutes Title 32, Chapter 9 – [Collection Agency New Application 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...

- Active debt buying (undertakes direct collections on accounts)
- First party debt collection
- Judgement Recovery
- Passive debt buying (does not undertake direct collections on accounts)
- Third party debt collection

Pre-Requisites for License Applications

- This license should only be applied for by a company that also holds or is applying for AZ Collection Agency 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 Collection Agency Branch License | Submitted via... | | | | | | | | | | |
|--------------------------|---|---------------------------------|-----------------------------|-------------|-------|-------------|-------|-------------|-------|-------------|------|---|
| <input type="checkbox"/> | <p>AZ 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> | NMLS (Filing submission) | | | | | | | | | | |
| Note | <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"> <thead> <tr> <th>If your license is issued in...</th> <th>Your license fee will be...</th> </tr> </thead> <tbody> <tr> <td>Feb/Mar/Apr</td> <td>\$200</td> </tr> <tr> <td>May/Jun/Jul</td> <td>\$150</td> </tr> <tr> <td>Aug/Sep/Oct</td> <td>\$100</td> </tr> <tr> <td>Nov/Dec/Jan</td> <td>\$50</td> </tr> </tbody> </table> <p>Note: The above fees apply to the cost for the initial license authority. See the Other Trade Name section below for more information.</p> | If your license is issued in... | Your license fee will be... | Feb/Mar/Apr | \$200 | May/Jun/Jul | \$150 | Aug/Sep/Oct | \$100 | Nov/Dec/Jan | \$50 | NMLS Agency Fee Invoice |
| | If your license is issued in... | Your license fee will be... | | | | | | | | | | |
| | Feb/Mar/Apr | \$200 | | | | | | | | | | |
| | May/Jun/Jul | \$150 | | | | | | | | | | |
| | Aug/Sep/Oct | \$100 | | | | | | | | | | |
| Nov/Dec/Jan | \$50 | | | | | | | | | | | |

REQUIREMENTS COMPLETED IN NMLS

| Complete | AZ Collection Agency Branch License | Submitted via... |
|--------------------------|---|------------------|
| <input type="checkbox"/> | <p>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.</p> | NMLS |
| <input type="checkbox"/> | <p>Other Trade Name: 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 Other Trade Names section of the Company Form (MU1) and a separate license type (i.e. Arizona Collection Agency License – Other Trade Name #) is required.</p> | NMLS |
| <input type="checkbox"/> | <p>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.</p> | NMLS |

| Complete | AZ Collection Agency Branch License | Submitted via... |
|--------------------------|---|------------------|
| <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 |
| 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 Collection Agency 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 | | |
| <input type="checkbox"/> | <p>Credit Report Explanations: Items regarding bankruptcy, foreclosure actions, outstanding judgements or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2)</p> <p><i>This document should be named "Credit Report Explanations", Sub Name – Document Creation Dater.</i></p> | <p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p> |

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS | | |
|---|-------------------------------------|------------------|
| Complete | AZ Collection Agency Branch License | Submitted via... |
| No items are required to be submitted outside of NMLS for this license/registration at this time. | | |