



# AZ Debt Management 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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.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 of any person that for compensation, engages in whole or in part in the business of receiving money as an agent of a debtor for the purpose of distributing the same to creditors in payment of obligations. Who is exempt from this License? Please review A.R.S. § [6-702](#)

A licensee wishing to establish one or more locations in addition to the corporate office shall first obtain a branch office license. If requesting permission for several branch locations, use a separate application form for each location.

### Activities Authorized Under This License

This license authorizes the following activities...

- Debt management/credit counseling
- Debt negotiation

### Pre-Requisites for License Applications

- This license should only be applied for by a company that also holds or is applying for AZ Debt Management 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](mailto: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 Debt Management Branch License	Submitted via...															
<input type="checkbox"/>	<p><b>AZ Application Fee: \$250</b></p> <p>This is the initial Non-Refundable Application Fee of \$250.00. This fee <b>DOES NOT</b> include your License/Registration Fee.</p> <p><b>NMLS Initial Processing Fee: \$0</b></p>	<p><b>NMLS (Filing submission)</b></p>															
<p>Note</p>	<p><b>AZ License/Registration Fee:</b> Once your license application has been approved, you will receive an invoice through NMLS for your licensing fee.</p> <p>This fee <b>MUST be paid through NMLS. Once DFI receives payment, your license will be issued within 72 hours.</b></p> <table border="1" data-bbox="253 739 1195 1008"> <thead> <tr> <th>Approval Month</th> <th>Fee</th> <th>License Active Through</th> </tr> </thead> <tbody> <tr> <td>Jan, Feb, Mar</td> <td>100.00</td> <td>6/15 of the Current Calendar Year</td> </tr> <tr> <td>Apr, May, June</td> <td>250.00</td> <td>6/15 of the Next Calendar Year</td> </tr> <tr> <td>July, Aug, Sept</td> <td>200.00</td> <td>6/15 of the Next Calendar Year</td> </tr> <tr> <td>Oct, Nov, Dec</td> <td>150.00</td> <td>6/15 of the Next Calendar Year</td> </tr> </tbody> </table> <p><b>Note:</b> The above fees apply to the cost for the initial license authority. See the <a href="#">Other Trade Name section</a> below for more information.</p>	Approval Month	Fee	License Active Through	Jan, Feb, Mar	100.00	6/15 of the Current Calendar Year	Apr, May, June	250.00	6/15 of the Next Calendar Year	July, Aug, Sept	200.00	6/15 of the Next Calendar Year	Oct, Nov, Dec	150.00	6/15 of the Next Calendar Year	<p><a href="#">NMLS Agency Fee Invoice</a></p>
Approval Month	Fee	License Active Through															
Jan, Feb, Mar	100.00	6/15 of the Current Calendar Year															
Apr, May, June	250.00	6/15 of the Next Calendar Year															
July, Aug, Sept	200.00	6/15 of the Next Calendar Year															
Oct, Nov, Dec	150.00	6/15 of the Next Calendar Year															

REQUIREMENTS COMPLETED IN NMLS		
Complete	AZ Debt Management Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Branch Form (MU3):</b> 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><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 Other Trade Names section of the Company Form (MU1). AZ-DFI does not limit the number of other trade names.</p> <p><b>R20-4-1519 (C). Licensee Names and Control</b></p> <p>A debt management shall not use a debt management license to do business under more than one name. Each debt management shall apply for and obtain a separate license for each business name it intends to use in Arizona.</p> <p><b>The following fees will be charged when applying for the Debt Management License - Other Trade Name.</b></p> <ul style="list-style-type: none"> <li>• Application Fee: \$250</li> <li>• NMLS Initial Processing Fee: \$0</li> </ul> <p><b>AZ Debt Management Branch License are prohibited from using more than one other trade name for each license obtained.</b> Therefore, please be advised that applicants must hold an AZ Debt Management Branch License - Other Trade Name for each other trade name listed in the <i>Other Trade Names</i> section of the Company Form (MU1). Arizona Department of Financial Institutions does not allow more than one other trade name to be held.</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>Debt Management Branch Trade Name – Assumed Name</i>.</p>	<p>NMLS</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>
<input type="checkbox"/>	<p><b>Branch Manager:</b> 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
<input type="checkbox"/>	<p><b>Branch Manager (MU2) Attestation:</b> 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).</p>	NMLS

Complete	AZ Debt Management Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Branch managers must provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p> <p><b>Note:</b> 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>	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	<b>MU2 Individual FBI Criminal Background Check Is Required Through NMLS:</b> Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS												
Complete	AZ Debt Management Branch License	Submitted via...										
<input type="checkbox"/>	<p><b>Surety Bond:</b> Submit company bond in the amount listed below in the Surety Bond Requirements Table furnished by a surety company authorized to conduct business in AZ. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. <a href="#">Click here to access the form.</a></p> <p>This document should be named <i>Debt Management Surety Bond</i>.</p> <p><b>Surety Bond Requirements Table</b></p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Bond Amount</th> </tr> </thead> <tbody> <tr> <td>\$100,000.00 - \$250,000.00</td> <td>\$10,000.00</td> </tr> <tr> <td>\$250,000.00 - \$500,000.00</td> <td>\$15,000.00</td> </tr> <tr> <td>\$500,001.00 - \$1,000,000.00</td> <td>\$20,000.00</td> </tr> <tr> <td>More than \$1,000,000.00</td> <td>\$25,000.00</td> </tr> </tbody> </table>	Amount	Bond Amount	\$100,000.00 - \$250,000.00	\$10,000.00	\$250,000.00 - \$500,000.00	\$15,000.00	\$500,001.00 - \$1,000,000.00	\$20,000.00	More than \$1,000,000.00	\$25,000.00	<b>Upload in NMLS:</b> under <a href="#">Surety Bond</a> in the <i>Document Uploads</i> section of the Branch Form (MU3).
Amount	Bond Amount											
\$100,000.00 - \$250,000.00	\$10,000.00											
\$250,000.00 - \$500,000.00	\$15,000.00											
\$500,001.00 - \$1,000,000.00	\$20,000.00											
More than \$1,000,000.00	\$25,000.00											
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 Debt Management Branch License**

**Submitted via...**

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