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 Arizona Department of Insurance and Financial Institutions (“AZ-DIFI”): 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 Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee.

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:

  o Debt management/credit counseling
  o Debt negotiation

Pre-Requisites for License Applications

• This license should only be applied for by a company that also holds or is applying for an AZ Debt Management License.

AZ-DIFI ONLY issues an electronic license for this license type.
Document Uploads

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:

- Refer to Document Uploads Descriptions and Examples.
- Documents to be uploaded must be relevant to the application.
- Documents to be uploaded must be listed in the selectable document category. If inappropriate documents are uploaded you will be contacted by your regulator and asked to remove them from NMLS.
- Documents should not be uploaded multiple times. Generally, unless the document is state-specific or the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If you need to upload a revised document, you must delete the old document and replace it with the new document (a history of document revisions will remain in NMLS).
- If uploading a state-specific document i.e. surety bond, you must 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

AZ-DIFI Contact Information

Contact AZ-DIFI licensing staff by phone at (602) 771-2800 or send your questions via email to 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.

<table>
<thead>
<tr>
<th>Complete</th>
<th>AZ-DIFI Debt Management Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ-DIFI Application Fee: $250</td>
<td>NMLS (Filing submission)</td>
<td></td>
</tr>
<tr>
<td>AZ-DIFI License/Registration Fee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Submitted In</td>
<td>Fee</td>
<td>License Active Through</td>
</tr>
<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>
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**REQUIREMENTS COMPLETED IN NMLS**

<table>
<thead>
<tr>
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<tr>
<td>☐</td>
<td>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.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| ☐        | Other Trade Name(s):  
  - List your DBA or Trade Name(s) used in Arizona in the “Other Trade Names” (OTN) section of the Branch Form (MU3).  
  - **IMPORTANT** - If adding a new OTN for the branch location that is not already listed on the Company Form (MU1), during the application process, also submit an amendment for the addition of the OTN through the Company Form (MU1) in NMLS.  
  - A separate license is **no longer required** for use of multiple trade names.  
  - You may only transact business in the legal name of the entity and any name(s) approved and listed for Arizona under the Trade name section on the NMLS.  
  - A licensee may not use an assumed name or trade name that either:  
    - Is so substantially similar to the assumed name or trade name of another department licensee that it may cause uncertainty or confusion among the public.  
    - Tends to deceive or mislead the public as to the nature of business that the licensee conducts.  
  - A person using an approved assumed or trade name shall notify the AZ-DIFI within fifteen days after any material change to the name.  
    - It is recommended that each DBA or Trade Name is registered with the Arizona Secretary of State. | NMLS |
| ☐        | 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 |
| ☐        | Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it can be submitted with the Branch Form (MU3). | NMLS |
| ☐        | Disclosure Questions: Branch managers must provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure | Upload in NMLS in the Disclosure Explanations |

Updated: 9/23/2022
Questions.
See the Company Disclosure Explanations Quick Guide for instructions.

Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the Disclosure Explanations section of your Individual Form (MU2).

Note
Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.

Note
MU2 Individual FBI Criminal Background Check ("CBC") Is Required Through NMLS: Branch Managers are NOT required to authorize a CBC through NMLS.

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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Surety Bond: Please refer to the Surety Bond Requirements table below when submitting a company bond. The surety company must be authorized to conduct business in AZ. The name of the principal insured on the bond must exactly match the full legal name of the applicant. Click here to access the form. This document should be named Debt Management Surety Bond.

Surety Bond Requirements

<table>
<thead>
<tr>
<th>Amount</th>
<th>Bond Amount</th>
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<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>
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</tbody>
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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-DIFI Debt Management Branch License | Submitted via...
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No items are required to be submitted outside of NMLS for this license/registration at this time.

Notice to Applicant Pursuant to A.R.S. § 41-1030

Updated: 9/23/2022
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.