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 Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee.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 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

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.

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 company 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.

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**LICENSE FEES** - *Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.*

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<thead>
<tr>
<th>Complete</th>
<th>AZ Money Transmitter Branch License</th>
<th>Submitted via…</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>AZ-DIFI Application Fee:</strong> $25</td>
<td>NMLS (Filing submission)</td>
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<tr>
<td></td>
<td><strong>AZ License/Registration Fee:</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>If you apply in…</strong></td>
<td><strong>Your license fee will be…</strong></td>
</tr>
<tr>
<td></td>
<td>Jan, Feb, Mar</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Apr, May, June</td>
<td>$18.75</td>
</tr>
<tr>
<td></td>
<td>July, Aug, Sept</td>
<td>12.50</td>
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<tr>
<td></td>
<td>Oct</td>
<td>$31.25</td>
</tr>
<tr>
<td></td>
<td>Nov, Dec</td>
<td>$31.25</td>
</tr>
<tr>
<td></td>
<td><strong>NMLS Initial Processing Fee:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0</td>
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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.
<table>
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<tr>
<th>REQUIREMENTS COMPLETED IN NMLS</th>
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<tr>
<td><strong>Complete</strong></td>
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<td>☐</td>
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</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](https://www.azsos.gov/). | NMLS |
| ☐ | Branch Manager: A Branch Manager must be designated for each licensed location. | 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 is able to be submitted along 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 Questions.  
  
  See the [Company Disclosure Explanations Quick Guide](https://www.azdifi.gov/Forms/IndividualFormMU2) 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). | Upload in NMLS in the Disclosure Explanations 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 an FBI criminal background check through NMLS.

N/A

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

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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**

<table>
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<tr>
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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**

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.