



AZ Money Transmitter License New Application Checklist (Company)

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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.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?

See Arizona Revised Statutes Title 32, Chapter 9 – [Money Transmitter](#).

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...

- | | |
|---------------------------------------|--|
| ○ Bill paying | ○ Foreign currency dealing or exchanging |
| ○ Issuing and/or selling drafts | ○ Issuing money orders |
| ○ Selling prepaid access/stored value | ○ Issuing prepaid access/stored value |
| ○ Check cashing | ○ Other-Money Services |
| ○ Electronic Money Transmitting | ○ Selling money orders |

Pre-Requisites for License Applications

- None.

The Arizona Department of Financial Institutions **ONLY** issues an electronic license for this license type.

Document Uploads Guidance

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:

- 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

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [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 Money Transmitter License	Submitted via...										
<input type="checkbox"/>	<p>AZ Application Fee: \$1,500</p> <p>This is the initial Non-Refundable Application Fee of \$1,500.00. This fee DOES NOT include your License/Registration Fee.</p> <p>NMLS Initial Processing Fee: \$0</p>	<p>NMLS (Filing submission)</p>										
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual: \$36.25 per person.</p>	<p>NMLS (Filing submission)</p>										
<p>Note</p>	<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" data-bbox="253 831 937 1098"> <thead> <tr> <th data-bbox="253 831 610 884">If your license is issued in...</th> <th data-bbox="610 831 937 884">Your license fee will be...</th> </tr> </thead> <tbody> <tr> <td data-bbox="253 884 610 936">Nov/Dec/Jan</td> <td data-bbox="610 884 937 936">\$500</td> </tr> <tr> <td data-bbox="253 936 610 989">Feb/Mar/Apr</td> <td data-bbox="610 936 937 989">\$375</td> </tr> <tr> <td data-bbox="253 989 610 1041">May/June/Jul</td> <td data-bbox="610 989 937 1041">\$250</td> </tr> <tr> <td data-bbox="253 1041 610 1094">Aug/Sep/Oct</td> <td data-bbox="610 1041 937 1094">\$125</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...	Nov/Dec/Jan	\$500	Feb/Mar/Apr	\$375	May/June/Jul	\$250	Aug/Sep/Oct	\$125	<p>NMLS Agency Fee Invoice</p>
If your license is issued in...	Your license fee will be...											
Nov/Dec/Jan	\$500											
Feb/Mar/Apr	\$375											
May/June/Jul	\$250											
Aug/Sep/Oct	\$125											

REQUIREMENTS COMPLETED IN NMLS		
Complete	AZ Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements: Upload an Audited financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required.</p> <p>The financial statement must illustrate a company net worth of \$100,000.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Authorized Agents (Delegates) Locations: Licensees must use the AZ eLicense Portal to report Authorized Agents (Delegates). Upon license approval, applicants are required to utilize the AZ eLicense Portal to provide a list of agents who are authorized to conduct money transmission business in the state of <i>Arizona</i> on the Applicant's behalf. Agent adjustments (additions, deletions, and modifications) must be submitted through the portal on a <i>quarterly basis</i>.</p>	AZ eLicense Portal
<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", "Assumed Name" or "DBA") must be listed under the Other Trade Names section of the Company Form (MU1).</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>[State-License Type] Trade Name – Assumed Name</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Resident/Registered Agent: The Direct Owner must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) Leave in or take out and must match the information currently on record with AZ-DFI.</p>	NMLS
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> Primary Company Contact. Responsible Individual Named as the Responsible Individual, Name and Title. Primary Consumer Complaint Contact. The Individual Named as the Responsible Individual, Name and Title. 	NMLS

Complete	AZ Money Transmitter License	Submitted via...
Note	Non-Primary Contact Employees: AZ-DFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).	N/A
Note	Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	N/A
<input type="checkbox"/>	Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	Qualifying Individual: The <i>Qualifying Individual</i> section is required to be completed for Arizona on the Company Form (MU1).	NMLS
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
<input type="checkbox"/>	MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS. <i>Direct Owners</i> <ul style="list-style-type: none"> Only those individuals who have the power to vote more than 15% of the outstanding voting shares and have not had a CBC done during the previous 12 months. After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information. Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	AZ Money Transmitter License	Submitted via...										
<input type="checkbox"/>	<p>Certificate of Good Standing: Upload the Certificate of Good Standing for Arizona.</p> <p>This document should be named <i>[State-License Type] Certificate of Good Standing</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: 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>Surety Bond: Submit company bond in the amount listed below furnished by a surety company authorized to conduct business in Arizona. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. Click here to access the form.</p> <p>This document should be named <i>[License Type] Surety Bond</i>.</p> <p>Surety Bond Requirements Table</p> <table border="1" data-bbox="256 955 1201 1323"> <thead> <tr> <th data-bbox="256 955 682 1039"><i>Number of Authorized Delegates & Arizona Locations</i></th> <th data-bbox="682 955 1201 1039"><i>Bond Amount</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1039 682 1092" style="text-align: center;">0 – 5</td> <td data-bbox="682 1039 1201 1092" style="text-align: center;">\$25,000</td> </tr> <tr> <td data-bbox="256 1092 682 1144" style="text-align: center;">6 – 20</td> <td data-bbox="682 1092 1201 1144" style="text-align: center;">\$100,000</td> </tr> <tr> <td data-bbox="256 1144 682 1228" style="text-align: center;">21 – 200</td> <td data-bbox="682 1144 1201 1228" style="text-align: center;">\$100,000 + \$5,000.00 for each delegate or location. Max of \$250,000</td> </tr> <tr> <td data-bbox="256 1228 682 1323" style="text-align: center;">201+</td> <td data-bbox="682 1228 1201 1323" style="text-align: center;">\$250,000 + \$5,000.00 for each delegate or location. Max of \$500,000</td> </tr> </tbody> </table>	<i>Number of Authorized Delegates & Arizona Locations</i>	<i>Bond Amount</i>	0 – 5	\$25,000	6 – 20	\$100,000	21 – 200	\$100,000 + \$5,000.00 for each delegate or location. Max of \$250,000	201+	\$250,000 + \$5,000.00 for each delegate or location. Max of \$500,000	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<i>Number of Authorized Delegates & Arizona Locations</i>	<i>Bond Amount</i>											
0 – 5	\$25,000											
6 – 20	\$100,000											
21 – 200	\$100,000 + \$5,000.00 for each delegate or location. Max of \$250,000											
201+	\$250,000 + \$5,000.00 for each delegate or location. Max of \$500,000											

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 Money Transmitter License	Submitted via...
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No items are required to be submitted outside of NMLS for this license/registration at this time.