



AZ Sales Finance Branch License New Application Checklist (Branch)

CHECKLIST SECTIONS

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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.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

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...

- Consumer loan servicing
- Sales finance company activities - motor vehicles
- Accounting/Billing servicing
- Sales finance company activities - general
- Consumer loan lending
- Bi-weekly payment processing services
- agent activities
- Industrial loan lending companies
- Other-Consumer Finance
- First party debt collection
- Judgement Recovery
- Non-mortgage loan modifications
- Repossession agency activities
- Repossession

Pre-Requisites for License Applications

- This license should only be applied for by a company that also holds or is applying for AZ Premium Finance 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 Sales Finance Branch License	Submitted via...										
<input type="checkbox"/>	AZ Application Fee: \$250 NMLS Initial Processing Fee: \$0	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" data-bbox="253 653 938 919"> <thead> <tr> <th data-bbox="253 653 610 709">If your license is issued in...</th> <th data-bbox="610 653 938 709">Your license fee will be...</th> </tr> </thead> <tbody> <tr> <td data-bbox="253 709 610 762">Jan/Feb/Mar</td> <td data-bbox="610 709 938 762">50.00</td> </tr> <tr> <td data-bbox="253 762 610 814">Apr/May/Jun</td> <td data-bbox="610 762 938 814">200.00</td> </tr> <tr> <td data-bbox="253 814 610 867">Jul/Aug/Sep</td> <td data-bbox="610 814 938 867">150.00</td> </tr> <tr> <td data-bbox="253 867 610 919">Oct/Nov/Dec</td> <td data-bbox="610 867 938 919">100.00</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...	Jan/Feb/Mar	50.00	Apr/May/Jun	200.00	Jul/Aug/Sep	150.00	Oct/Nov/Dec	100.00	NMLS Agency Fee Invoice
If your license is issued in...	Your license fee will be...											
Jan/Feb/Mar	50.00											
Apr/May/Jun	200.00											
Jul/Aug/Sep	150.00											
Oct/Nov/Dec	100.00											

REQUIREMENTS COMPLETED IN NMLS		
Complete	AZ Sales Finance Branch License	Submitted via...
<input type="checkbox"/>	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.	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 <i>Other Trade Names</i> section of the Company Form (MU1). AZ-DFI does not limit the number of other trade names.</p> <p>R20-4-1519 (C). Licensee Names and Control A sales finance company shall not use a sales finance license to do business under more than one name. Each sales finance company shall apply for and obtain a separate license for each business name it intends to use in Arizona.</p> <p>The following fees will be charged when applying for the AZ Sales Finance Branch License - Other Trade Name.</p> <ul style="list-style-type: none"> • Application Fee: \$250 • NMLS Initial Processing Fee: \$0 <p>AZ Sales Finance Branch License is prohibited from using more than one other trade name for each license obtained. Therefore, please be advised that applicants must hold an AZ Sales Finance 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>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). This document should be named <i>Sales Finance Branch Trade Name – Assumed Name</i>.</p>
<input type="checkbox"/>	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
<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 Sales Finance Branch License	Submitted via...
<input type="checkbox"/>	<p>Lease Agreement Documents: Submit a copy of the signed lease agreement between the property owner and the branch authorizing it to work out of the physical location.</p> <p>The lease, sublease and written authorization to sublease from landlord should be included as applicable. These documents must be signed by a control person or authorized agent. This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <u>Document Uploads</u> section of the Branch Form (MU3).</p>

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