



Arizona Department of Financial Institutions 2019 Renewal Checklist

Instructions

Renewal requests must be submitted through NMLS by the date specified by your state regulator(s). [Click here to review all renewal deadlines, requirements and fees.](#)

Review the Renewal Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency within **five** business days of the electronic renewal submission.

License Types

- [Collection Agency \(CA\)](#)
- [Collection Agency Branch \(CA-BR\)](#)
- [Commercial Mortgage Banker \(CBK\)](#)
- [Commercial Mortgage Banker Branch \(CBK-BR\)](#)
- [Commercial Mortgage Broker \(CMB\)](#)
- [Commercial Mortgage Broker Branch \(CMB-BR\)](#)
- [Loan Originator \(LO\)](#)
- [Mortgage Banker \(BK\)](#)
- [Mortgage Banker Branch \(BK-BR\)](#)
- [Mortgage Broker \(MB\)](#)
- [Mortgage Broker Branch \(MB-BR\)](#)
- [Premium Finance \(PF\)](#)
- [Premium Finance Branch \(PF-BR\)](#)
- [Registered Exempt Person \(REP\)](#)

Note: The following license types must be renewed with Arizona outside of NMLS one year from the date of the new license approval. **However, all licensees must also complete the NMLS Annual Renewal between November 1st and December 31st each year.**

- [Advance Fee Loan Broker \(ALB\)](#)
- [Consumer Lender \(CL\)](#)
- [Consumer Lender Branch \(CL-BR\)](#)
- [Debt Management \(DM\)](#)
- [Debt Management Branch \(DM-BR\)](#)
- [Escrow Agent \(EA\)](#)
- [Escrow Agent Branch \(EA-BR\)](#)
- [Money Transmitter \(MT\)](#)
- [Money Transmitter Branch \(MT-BR\)](#)
- [Sales Finance \(SF\)](#)
- [Sales Finance Branch \(SF-BR\)](#)

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 LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL THE REQUIREMENTS OF THE AGENCY FROM WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT THE RESPECTIVE STATE AGENCY OR LEGAL COUNSEL, AS APPROPRIATE.

Arizona Collection Agency (CA) & Collection Agency Branch (CA-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Commercial Mortgage Banker (CBK) & Commercial Mortgage Banker Branch (CBK-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Commercial Mortgage Broker (CMB) & Commercial Mortgage Broker Branch (CMB-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Loan Originator (LO)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Mortgage Banker (BK) & Mortgage Banker Branch (BK-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Mortgage Broker (MB) & Mortgage Broker Branch (MB-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Premium Finance (PF) & Premium Finance Branch (PF-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 12/14/2018

Arizona Registered Exempt Person (REP)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	AZDFI Renewal Checklist: Provides instructions and requirements for license renewal in Arizona. Click to Download Checklist.	NMLS

Updated 8/23/2018

Arizona Advance Fee Loan Broker (ALB)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Each company holding this license must complete the annual renewal through NMLS between 11/1 and 12/31. If you do not submit a renewal request through NMLS by 12/31, your license will display on NMLS Consumer Access as terminated (unauthorized to conduct business).</p> <p><i>*Note*</i> The AZDFI renewal period is between 5/1 and 6/30. Refer to the email blast that will be sent out by the AZDFI in late April for updated renewal instructions. Make sure your primary company contact's email address, on your MU1 profile, is up-to-date in order to receive notifications.</p>	NMLS

Updated 8/23/2018

Arizona Consumer Lender (CL) & Consumer Lender Branch (CL-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Each company holding this license must complete the annual renewal through NMLS between 11/1 and 12/31. If you do not submit a renewal request through NMLS by 12/31, your license will display on NMLS Consumer Access as terminated (unauthorized to conduct business).</p> <p><i>*Note*</i> The AZDFI renewal period is between 5/1 and 6/30. Refer to the email blast that will be sent out by the AZDFI in late April for updated renewal instructions. Make sure your primary company contact's email address, on your MU1 profile, is up-to-date in order to receive notifications.</p>	NMLS

Updated 8/23/2018

Arizona Debt Management (DM) & Debt Management Branch (DM-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Each company holding this license must complete the annual renewal through NMLS between 11/1 and 12/31. If you do not submit a renewal request through NMLS by 12/31, your license will display on NMLS Consumer Access as terminated (unauthorized to conduct</p>	NMLS

	<p>business).</p> <p>*Note* The AZDFI renewal period is between 5/1 and 6/15. Refer to the email blast that will be sent out by the AZDFI in late April for updated renewal instructions. Make sure your primary company contact's email address, on your MU1 profile, is up-to-date in order to receive notifications.</p>	
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Updated 8/23/2018

Arizona Escrow Agent (EA) & Escrow Agent Branch (EA-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Each company holding this license must complete the annual renewal through NMLS between 11/1 and 12/31. If you do not submit a renewal request through NMLS by 12/31, your license will display on NMLS Consumer Access as terminated (unauthorized to conduct business).</p> <p>*Note* The AZDFI renewal period is between 8/1 and 9/30. Refer to the email blast that will be sent out by the AZDFI in late July for updated renewal instructions. Make sure your primary company contact's email address, on your MU1 profile, is up-to-date in order to receive notifications.</p>	<p>NMLS</p>

Updated 8/23/2018

Arizona Money Transmitter (MT) & Money Transmitter Branch (MT-BR)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Each company holding this license must complete the annual renewal through NMLS between 11/1 and 12/31. If you do not submit a renewal request through NMLS by 12/31, your license will display on NMLS Consumer Access as terminated (unauthorized to conduct business).</p> <p>*Note* The AZDFI renewal period is between 9/1 and 10/31. Refer to the email blast that will be sent out by the AZDFI in late August for updated renewal instructions. Make sure your primary company contact's email address, on your MU1 profile, is up-to-date in order to receive notifications.</p>	<p>NMLS</p>

Updated 8/23/2018

Arizona Sales Finance (SF) & Sales Finance Branch (SF-BR)

Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Each company holding this license must complete the annual renewal through NMLS between 11/1 and 12/31. If you do not submit a renewal request through NMLS by 12/31, your license will display on NMLS Consumer Access as terminated (unauthorized to conduct business).</p> <p>*Note* The AZDFI renewal period is between 5/1 and 6/30. Refer to the email blast that will be sent out by the AZDFI in late April for updated renewal instructions. Make sure your primary company contact's email address, on your MU1 profile, is up-to-date in order to receive notifications.</p>	NMLS

Updated 8/23/2018