



DEPARTMENT OF
FINANCIAL INSTITUTIONS

Before Submitting an Online Renewal Application

The following must be completed prior to the submission of an online renewal application, otherwise the renewal application will be incomplete and will not be processed.

If the licensee is a [Corporation](#), [Foreign Corporation](#), or [Limited Liability Company](#), it must be in **Good Standing** with the [Arizona State Corporation Commission](#).

If the licensee is a [Limited Partnership](#), [Foreign Limited Partnership](#), [Limited Liability Limited Partnership](#) or uses a [DBA/Trade Name](#), it must **have an Active Registration** with the [Arizona Secretary of State](#).

Each Officer, Owner, or Controlling Person with an ownership share above 10% equity interest is required to provide a [DPS Clearance Card Number or DPS Application Number](#) and submit a notarized [Certifications by Owner\(s\)/Officer\(s\)/Controlling Person form](#).

You are required to maintain a [Surety Bond](#) for \$20,000.