



DEPARTMENT OF FINANCIAL INSTITUTIONS

Before Submitting a Service Request

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

NAME CHANGE

CHANGE OF CONTROL / OWNERSHIP

NAME CHANGE

To change your name as a [Corporation](#), [Foreign Corporation](#), or [Limited Liability Company](#) you must **File**, receive **Approval**, and be in **Good Standing** with the [Arizona State Corporation Commission](#) with your new name.

To change your name as a [Limited Partnership](#), [Foreign Limited Partnership](#), [Limited Liability Limited Partnership](#) or add a DBA/Trade Name to your license, you must **File, and have an Active Registration** with the [Arizona Secretary of State](#) with your new name or DBA/Trade Name.

A New Bond or a Bond Rider is required if a name change occurs or if a DBA/Trade Name is added to a license.



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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](#).