



DFI License Application Instructions

Attention Applicants

To avoid delays in processing your application, be sure to:

- Only submit a completed application on current forms
Forms are completed legibly

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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.

Make all checks payable to: Arizona Department of Financial Institutions OR AZDFI and

Mail the entire completed application packet along with all applicable documents and fees to: Arizona Department of Financial Institutions Licensing Division 100 N. 15th Avenue, Suite 261 Phoenix, AZ 85007

All Applications and required documents MUST be submitted via secure email to AzDFI by using the AzDFI Encrypted Message Service. See link below:

AZDFI Encrypted Message Service Instructions

You will be invoiced for any additional fees due to AzDFI. This includes pro-rated licensee fee required by A.R.S. 6-123 which is required to be paid before the issuance of the license.

After your application has been reviewed and approved, the Licensing Division will reach out to you for the pro-rated license fee amount via telephone. This fee can be paid by credit card.

If you will be conducting Arizona business from a location other than the Corporate office, you will need to complete a Branch Application for each additional location.

Branch Application

Branch Application Instructions

Save a copy of your completed application packet for your records.

Prerequisite

Application Name: The application name must be identical on all forms (e.g., articles, application, trade name certificate, etc.). Failure to submit the required documents will delay the processing of your application while these items are being amended.

Arizona State Corporation Commission 1300 W. Washington St., Phoenix, AZ 85007 602-542-3135 http://www.azcc.gov/

Arizona Secretary of State 1700 W. Washington St., Phoenix, AZ 85007 602-542-6187 http://www.azsos.gov/

Contact the Arizona State Corporation Commission, If You Wish To Apply As A:

Corporation: You must submit an approved copy of your articles of incorporation and any amendments thereto with your application.

Foreign Corporation: If your corporation has been incorporated in a state other than Arizona, the corporation must be authorized to conduct business in this state.

Limited Liability Company: They will assist you in either forming under Arizona law or applying for registration to transact business in Arizona as a foreign limited liability company.



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Contact the Secretary of State, If You Wish To Apply As A:

Partnerships: Limited Partnership's or Foreign Limited Partnership's must provide an approved copy of your partnership agreement.

DBA/Trade Name: To do business under a "DBA" or a "trade name", you must register your DBA or trade name. You must submit an approved copy of your certificate of trade name registration with your application. If you wish to do business under a DBA/Trade Name, you cannot do business under your legal name as well.

Sole Proprietorship / Individual: Must use his or her own name when filing as an individual, otherwise you must register your DBA or trade name, see DBA/Trade Name above.

Must Read- General Instructions

You cannot conduct the business governed by Arizona Revised Statutes for your license type until a license is issued for each location from which your business operates.

Application: To apply for a license, complete all forms. Do not leave any questions unanswered. If a question does not apply to you or if, the answer to the question is 'none', state so on the application.

Pro-Rated License Fee: Once your application has been approved, you will be invoiced for the pro-rated licensing fee. The license will not be issued until AzDFI has received the pro-rated license fee required by Arizona Revised Statutes Section 6-123.

Process Time: The time it takes to process an application is dependent on the completeness and accuracy of the information submitted. If the submitted forms are not properly completed, it will result in a substantial delay in the processing of your application. Be sure to review the CHECKLIST provided. If the Licensing Division requests additional information, your prompt response will help reduce the processing time. 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 up to 60 days from the original Application date.

Branch Offices / Locations: A license shall be obtained for each separate place of business at or from which a licensee transacts business. Complete and submit a branch application with the applicable application fee for each location from which you will be transacting business.

After You Have Been Licensed

Renewal Applications: The completed renewal package and fees must be received in our office no later than the last day of the licensing year. The Department suggest that you establish adequate internal procedures to follow up on the timely receipt and submission of the renewal package and fees. It is the responsibility of the licensee to timely renew its license(s). Refer to the statutes for your renewal date and requirements.

Changes to Your License: Please view our website at www.azdfi.gov or **click on the link below** for the DFI License Change Application and Instructions. **Some changes require prior approval and/or fees. Please be sure to review the Instructions and the applicable statutes.**

[License Change Application](#) [License Change Instructions](#)

ARIZONA



DEPARTMENT OF FINANCIAL INSTITUTIONS

Background Check Instructions

Individual owners of 20% or more are required to complete a background check (15% or more for Money Transmitters ONLY). All cost associated with a background check are paid for directly by the applicant and must be completed prior to approval of any license type. Again, the applicant is responsible for paying and obtaining the results. Once the background information is gathered, please provide the results within your application submission. We kindly ask the background check is completed prior to submission otherwise the application will be incomplete and **will not** be processed. If you have any questions, please contact licensing at 602-771-2800, option 1.

Please select the "Instant Check" Option that reflects \$24.95

Please click [here](#) to start this process.

My Advantage
Verify your background and **stand out** from the crowd

Instant Check

- Premium Check
- Single Searches
- Resume Check

Get Started Now with
Instant Check
\$24.95

Package Includes:

- Identity authentication
- Nationwide criminal search using the First Advantage® National Criminal File

[Start Now](#)

Returning Users Login

User ID

Password

[Forgot Password?](#)

[Sign In](#)

Have a billing, technical or general questions?

Customer Support:
800.688.7792 +1.678.694.2082
8:00 AM - 8:30 PM EST - Monday through Friday