



AZ Collection Agency License Transition Checklist (Company)

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GENERAL INFORMATION

Transition to NMLS

Companies holding the Arizona Department of Financial Institutions (AZ-DFI) Collection Agency License are encouraged to submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each of their control persons by Tuesday, January 31st, 2017. The Collection Agency License will be available in NMLS to submit the transition request starting Monday, January 2nd, 2017. The transition to NMLS for this license is *optional*.

Additionally, for each branch holding a Collection Agency Branch License, a company must complete and submit a Branch Form (MU3) through NMLS.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in AZ, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Company Form (MU1), so they are not charged a new application fee. The transition number is your 7 digit AZ-DFI license number. This is found on the top of your AZ-DFI license after the letters "CA -".

Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form must complete these actions within NMLS from January 2nd, 2017 onward. Paper forms will not be accepted after January 2nd, 2017. AZ-DFI encourages current licensees to update their information with AZ-DFI by December 15, 2016, so there will be no pending changes to submit at the time of transition.

Arizona Revised Statutes Title 32, Chapter 9 – Collection Agencies

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) 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 transition.
- 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

- [Transitioning an Existing Company License Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [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](tel:6027712800) or send your questions via email to licensing@azdfi.gov for additional assistance.

For U.S. Postal Service:

*Arizona Department of Financial Institutions
2910 N. 44th Street, Suite #310
Phoenix, AZ 85018*

For Overnight Delivery:

*Arizona Department of Financial Institutions
2910 N. 44th Street, Suite #310
Phoenix, AZ 85018*

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 Collection Agency License	Submitted via...
Note	AZ License/Registration Transition Fee: \$0 NMLS Transition Processing Fee: \$0	N/A

REQUIREMENTS COMPLETED IN NMLS

Complete	AZ Collection Agency License	Submitted via...
<input type="checkbox"/>	<p>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the Transitioning an Existing License Quick Guide for instructions on how to submit the transition request.</p> <p>When selecting your license in the Company Form (MU1), you will be asked to enter your existing license number. Be sure to enter the 7 digit AZ-DFI license number.</p> <p>Note: If your company holds additional Collection Agency Licenses related to the use of other trade names, you must also submit a transition request for the appropriate <i>Arizona Collection Agency License – Other Trade Name #</i> via the Company Form (MU1).</p> <p>R20-4-1519. Licensee Names and Control:</p> <p>C. A collection agency shall not use a collection agency license to do business under more than one name. Each collection agency shall apply for and obtain a separate license for each business name it intends to use in Arizona.</p>	<p>NMLS</p>
<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”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). AZ-DFI does not allow more than one (1) other trade name.</p> <p>If operating under an “Other Trade Name”, upload your Trade Name Certificate from the Arizona Secretary of State regarding ability to do business under that trade name.</p> <p>This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</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).</p>

Complete	AZ Collection Agency License	Submitted via...
<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1).	NMLS
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> Primary Company Contact. This is the person whom will be notified of any important information that affects your license. This includes renewal notification and to whom your license will be emailed to. Primary Consumer Complaint Contact. This is the person to whom AZ-DFI will send complaints to that have been filed with our agency. 	NMLS
Note	Non-Primary Contact Employees: AZ-DFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).	N/A
Note	Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	N/A
<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2).</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<p>Qualifying Individual: “Active Manager” means the person who is in active management of the conduct of the collection agency’s business, and who meets the qualifications listed in A.R.S. § 32-1023(A).</p> <p>This individual must be listed in the <i>Qualifying Individual</i> section of Company Form (MU1) for Arizona.</p>	NMLS
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**Complete****AZ Collection Agency License****Submitted via...**

No company documents are required to be uploaded into NMLS for this license/registration at this time.

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 Collection Agency License****Submitted via...**

No items are required to be submitted outside of NMLS for this license/registration at this time.