



# AZ Premium Finance Branch License New Application Checklist (Branch)

---

## CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

**Note from Arizona Department of Insurance and Financial Institutions ("AZ-DIFI"):** *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 Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee.*

### Who Is Required to Have This License?

*This License is required of any person who engages in the business of financing insurance premiums, enters into premiums, enters into premium finance agreements, or otherwise acquires premium finance agreements. Who is exempt from this License? Please review [A.R.S. § 6-1401](#)*

### Activities Authorized Under This License

This license authorizes the following activities:

- Premium finance company activities

### Pre-Requisites for License Applications

- This license should only be applied for by a company that also holds or is applying for AZ Premium Finance License.

The AZ-DIFI **ONLY** issues an electronic license for this license type.

### Document Uploads

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:

- Refer to [Document Uploads Descriptions and Examples](#).
- Documents to be uploaded must be relevant to the company application.

- Documents to be uploaded must be listed in the selectable document category. If inappropriate documents are uploaded you will be contacted by your regulator and asked to remove them from NMLS.
- Documents should not be uploaded multiple times. Generally, unless the document is state-specific or the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If you need to upload a revised document, you must delete the old document and replace it with the new document (a history of document revisions will remain in NMLS).
- If uploading a state-specific document i.e. surety bond, you must indicate the applicable state.

#### Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

#### AZ-DIFI Contact Information

Contact AZ-DIFI licensing staff by phone at (602) 771-2800 or send your questions via email to [felicensing@difi.az.gov](mailto:felicensing@difi.az.gov) for additional assistance.

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 Premium Finance Branch License	Submitted via...												
Note	<b>AZ-DIFI Application Fee:</b> \$300.00	<b>NMLS</b>												
	<b>AZ License/Registration Fee:</b>													
	<table><tr><th>Application Submitted In</th><th>Fee</th></tr><tr><td>Jan, Feb, Mar</td><td>300.00</td></tr><tr><td>Apr, May, June</td><td>225.00</td></tr><tr><td>July, Aug, Sept</td><td>150.00</td></tr><tr><td>Oct</td><td>75.00</td></tr><tr><td>Nov, Dec</td><td>375.00 (includes renewal fee)</td></tr></table>		Application Submitted In	Fee	Jan, Feb, Mar	300.00	Apr, May, June	225.00	July, Aug, Sept	150.00	Oct	75.00	Nov, Dec	375.00 (includes renewal fee)
	Application Submitted In		Fee											
	Jan, Feb, Mar		300.00											
	Apr, May, June		225.00											
	July, Aug, Sept		150.00											
	Oct		75.00											
Nov, Dec	375.00 (includes renewal fee)													
<b>NMLS Initial Processing Fee:</b> \$0														

REQUIREMENTS COMPLETED IN NMLS		
Complete	AZ Premium Finance Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	<p><b>Other Trade Name(s):</b></p> <ul style="list-style-type: none"> <li>• <b>List your DBA or Trade Name(s) used in Arizona</b> in the “Other Trade Names” (OTN) section of the Branch Form (MU3).</li> <li>• <b>IMPORTANT</b> - If adding a new OTN for the branch location that is not already listed on the Company Form (MU1), during the application process, also submit an amendment for the addition of the OTN through the Company Form (MU1) in NMLS.</li> <li>• A separate license is <b>no longer required</b> for use of multiple trade names.</li> <li>• You may only transact business in the legal name of the entity and any name(s) approved and listed for Arizona under the Trade name section on the NMLS.</li> <li>• A licensee may not use an assumed name or trade name that either: <ul style="list-style-type: none"> <li>○ Is so substantially similar to the assumed name or trade name of another department licensee that it may cause uncertainty or confusion among the public.</li> <li>○ Tends to deceive or mislead the public as to the nature of business that the licensee conducts.</li> </ul> </li> <li>• A person using an approved assumed or trade name shall notify the AZ-DIFI within fifteen days after any material change to the name.</li> </ul> <p>It is recommended that each DBA or Trade Name is registered with the <a href="#">Arizona Secretary of State</a>.</p>	<p>NMLS</p> <p><b>Upload in NMLS:</b> 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>
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.	NMLS
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.	N/A

Note	<b>MU2 Individual FBI Criminal Background Check (“CBC”) Not Required Through NMLS:</b> Branch Managers are NOT required to authorize a CBC through NMLS.	N/A
------	--	-----

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	AZ Premium Finance Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		

**Notice to Applicant Pursuant to [A.R.S. § 41-1030](#)**

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissed pursuant to the Agency’s adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.