



AZ Debt Management License New Application Checklist (Company)

CHECKLIST SECTIONS

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- [License Fees](#)
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GENERAL INFORMATION

Note from The 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 Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee.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 that for compensation, engages in whole or in part in the business of receiving money as an agent of a debtor for the purpose of distributing the same to creditors in payment of obligations. Who is exempt from this License? Please review A.R.S. § [6-702](#)

Activities Authorized Under This License

This license authorizes the following activities:

- Debt management/credit counseling
- Debt negotiation

Pre-Requisites for License Applications

- None.

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

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [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 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 Debt Management License	Submitted via...															
<input type="checkbox"/>	<p>AZ Application Fee: \$500.00</p> <p>AZ License/Registration Fee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Application Submitted In</th> <th style="text-align: center;">Fee</th> <th style="text-align: center;">License Active Through</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Jan, Feb, Mar</td> <td style="text-align: center;">250.00</td> <td style="text-align: center;">6/15 of the Current Calendar Year</td> </tr> <tr> <td style="text-align: center;">Apr, May, June</td> <td style="text-align: center;">625.00</td> <td style="text-align: center;">6/15 of the Next Calendar Year</td> </tr> <tr> <td style="text-align: center;">July, Aug, Sept</td> <td style="text-align: center;">500.00</td> <td style="text-align: center;">6/15 of the Next Calendar Year</td> </tr> <tr> <td style="text-align: center;">Oct, Nov, Dec</td> <td style="text-align: center;">375.00</td> <td style="text-align: center;">6/15 of the Next Calendar Year</td> </tr> </tbody> </table> <p>NMLS Initial Processing Fee: \$0</p>	Application Submitted In	Fee	License Active Through	Jan, Feb, Mar	250.00	6/15 of the Current Calendar Year	Apr, May, June	625.00	6/15 of the Next Calendar Year	July, Aug, Sept	500.00	6/15 of the Next Calendar Year	Oct, Nov, Dec	375.00	6/15 of the Next Calendar Year	NMLS (Filing submission)
Application Submitted In	Fee	License Active Through															
Jan, Feb, Mar	250.00	6/15 of the Current Calendar Year															
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July, Aug, Sept	500.00	6/15 of the Next Calendar Year															
Oct, Nov, Dec	375.00	6/15 of the Next Calendar Year															
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing)															

		submission)
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REQUIREMENTS COMPLETED IN NMLS		
Complete	AZ Debt Management 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 application for the license/registration through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements:</p> <p>Net Worth Requirement: Must be solvent as defined under A.R.S. Section 47-1201(B)(23).</p> <p>Upload the most current <u>Un-Audited Financial Statements</u> on the applicant or that of the applicant’s parent company. The financial statements should include a Balance Sheet and a Profit and Loss Statement prepared within the immediately preceding six months.</p> <p>The financial statement must illustrate a company net worth of \$2,500 Liquid assets as stated in A.R.S. Title 6-709(A)</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Name(s):</p> <ul style="list-style-type: none"> ● List your DBA or Trade Name(s) used in Arizona in the “Other Trade Names” section of the Form MU1. ● A separate license is no longer required for use of multiple trade names. ● 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. ● A licensee may not use an assumed name or trade name that either: <ul style="list-style-type: none"> ○ 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. ○ Tends to deceive or mislead the public as to the nature of business that the licensee conducts. ● A person using an approved assumed or trade name shall notify the AZ-DIFI within fifteen days after any material change to the name. <p>It is recommended that each DBA or Trade Name is registered with the Arizona Secretary of State.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1).</p>	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. Responsible Individual Named as the Responsible Individual, Name and Title. Primary Consumer Complaint Contact. The Individual Named as the Responsible Individual, Name and Title. 	NMLS
Complete	AZ Debt Management License	Submitted via...
Note	<p>Non-Primary Contact Employees: AZ-DIFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p>	N/A
Note	<p>Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	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 and/or related control persons (MU2). 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).
Note	<p>Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for Arizona on the Company Form (MU1).</p>	N/A
<input type="checkbox"/>	<p>Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it can be submitted with the Company form (MU1).</p>	NMLS
Note	<p>Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.</p>	N/A
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements:</p> <p>Pursuant to ARS § 6-123.01, AZ-DIFI has the authority to require fingerprints and background checks for all applicants, licensees, active managers or responsible individuals, or any organizer, director or officer of any corporate applicant or licensee, or any individual in control of a licensee or applicant, or any individual who seeks to acquire control of a licensee or each key individual</p> <p>The following Individuals, specified on the Form MU1 are required to authorize a FBI criminal background check (CBC) through the NMLS:</p> <p>Direct Owners/Officers – CBC is not required for individuals who have had a CBC completed and reviewed by the AZ-DIFI within the previous 12 months.</p> <ul style="list-style-type: none"> All individuals who hold 20% or more of the voting shares. Top 3 individuals that are responsible for and provide oversight for the entity’s business activity. 	NMLS

	<p>After review of the application the Department may require additional CBC's to be completed as stated below.</p> <p>Indirect Owners and Additional Officers – CBC is not required for individuals who have had a CBC completed and reviewed by the AZ-DIFI within the previous 12 months.</p>	
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REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	AZ Debt Management License	Submitted via...										
<input type="checkbox"/>	<p>Debt Management Agreement: Per 6-704 E. Each applicant shall file with his application a blank copy of the contract intended to be used between the licensee and the debtor and shall file with the superintendent a copy of all changes and amendments thereto.</p>	<p>Upload in NMLS: under <u>Debt Management Agreement</u> in the Document Uploads section of the Company Form (MU1).</p>										
<input type="checkbox"/>	<p>Surety Bond: Submit a company bond in the amount listed below in the Surety Bond Requirements Table. The surety company must be authorized to conduct business in AZ. The name of the principal insured on the bond must match the full legal name of applicant. Click here to access the form.</p> <p>This document should be named <i>Debt Management Surety Bond</i>.</p> <p>Surety Bond Requirements Table</p> <table border="1" data-bbox="253 1262 1200 1528"> <thead> <tr> <th><i>Amount</i></th> <th><i>Bond Amount</i></th> </tr> </thead> <tbody> <tr> <td>\$100,000.00 - \$250,000.00</td> <td>\$10,000.00</td> </tr> <tr> <td>\$250,000.00 - \$500,000.00</td> <td>\$15,000.00</td> </tr> <tr> <td>\$500,001.00 - \$1,000,000.00</td> <td>\$20,000.00</td> </tr> <tr> <td>More than \$1,000,000.00</td> <td>\$25,000.00</td> </tr> </tbody> </table>	<i>Amount</i>	<i>Bond Amount</i>	\$100,000.00 - \$250,000.00	\$10,000.00	\$250,000.00 - \$500,000.00	\$15,000.00	\$500,001.00 - \$1,000,000.00	\$20,000.00	More than \$1,000,000.00	\$25,000.00	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<i>Amount</i>	<i>Bond Amount</i>											
\$100,000.00 - \$250,000.00	\$10,000.00											
\$250,000.00 - \$500,000.00	\$15,000.00											
\$500,001.00 - \$1,000,000.00	\$20,000.00											
More than \$1,000,000.00	\$25,000.00											

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 Debt Management 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.