



Attention Applicants

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

- Current application documents are used
 - Forms are completed legibly
- Complete application packets are submitted
- Refer to the instructions & checklist provided

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
2910 N. 44th Street, Suite 310
Phoenix, AZ 85018

Make Copies of Your Entire Application Package Before Submission

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. You must submit a copy of the approved application for authority and a copy of your Articles of Incorporation from the state for which you are incorporated.

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. You must submit an approved copy of the articles of organization (for domestic companies) or a copy of the approved registration (for foreign companies) with your application.



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. If you fail to provide the necessary information needed to make our decision within 60 days of the date we notify you of any deficiencies, your license application will be rejected and you will have to reapply.

Biographical Statement: If the applicant is an individual, (s)he must complete the Biographical Statement **by clicking on the link below**. If the applicant is other than a sole proprietor, then each individual that is a control person (Control persons are individuals whom directly or indirectly own 20% (15% for money transmitters) or more of the voting shares of the applicant must complete the Biographical Statement. The Biographical Statement must be submitted to this department as part of the original application package.
Click on the link below:

[Biographical Statement](#)

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](#)