



Non-Mortgage Industry Branch Instructions

Read the following carefully before you complete this form

A licensee wishing to establish one or more locations in addition to the corporate office shall first obtain a branch office license. If requesting permission for several branch locations, use a separate application form for each location.

The attached application is to be used by non-mortgage licensee's who are applying for branch licenses. Please ensure that all requested information in the application is completed prior to your submission. The application fee for each location must accompany the original application.

Application fees are non-refundable and are listed below

License Type	Application Fee
Escrow Agent	\$500.00
Trust Company	\$500.00
Sales Finance	\$250.00
Debt Management	\$250.00
Consumer Lender	\$500.00
Premium Finance Company	\$0.00
Motor Vehicle Dealer	\$0.00
Collection Agency	\$500.00
Money Transmitter	\$500.00

NOTE: Shaded application branch types above must be Arizona locations only.

Make check payable to the, **Arizona Department of Financial Institutions or AZDFI** and drop off or mail to **2910 North 44th Street, Suite 310, Phoenix, AZ 85018**. The Department will not accept credit or debit cards or an electronic submission of this application.

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.

Checklist for Branch Compliance

The following items must be attached to this completed form:

- Completed Application (Sections 1 through 4). *Only the completed original signed application will be accepted.*
- Application Fee.

Be sure to make a copy of your application package for your records.