



DEPARTMENT OF
INSURANCE AND FINANCIAL INSTITUTIONS

NAME CHANGE
CHANGE OF CONTROL / OWNERSHIP
ACTIVE MANAGER OR RESPONSIBLE INDIVIDUAL CHANGE

NAME CHANGE

The following must be completed prior to the submission of an online service request, otherwise the request will be incomplete and will not be processed.

To change your name as a [Corporation](#), [Foreign Corporation](#), or [Limited Liability Company](#) you must **File**, receive **Approval**, and be in **Good Standing** with the [Arizona State Corporation Commission](#) with your new name.

To change your name as a [Limited Partnership](#), [Foreign Limited Partnership](#), [Limited Liability Limited Partnership](#), you must **File**, and have an **Active Registration** with the [Arizona Secretary of State](#) with your new name.

A New Bond or a Bond Rider is required for the following license types if a name change occurs.

Collection Agency	ARS 32-1022
Debt Management Company	ARS 6-704
Escrow Agent	ARS 6-814
Money Transmitter	ARS 6-1205



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CHANGE OF CONTROL / OWNERSHIP

You must receive prior written approval from the superintendent before a change of control may occur. Submit a Service Request through the Portal with a detailed outline of the change of control. The following documents are required **AFTER** the department has provided written approval of the change of control:

- Copy of Purchase Agreement
- Copy of Stock Certificates & Stock Ledger
- Flow Chart of New Ownership
- "Minutes or Corporate Resolution" Substantiating approval of the change in ownership percentages.
- Company Financial Statement (*Audited Financials are Required for the New Controlling Entity - Escrow Agent and Money Transmitter Licensees Only*)
- Personal Financial Statement (*Individual Acquisition*)



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ACTIVE MANAGER OR RESPONSIBLE INDIVIDUAL CHANGE - *TIME SENSITIVE* - *Applies only to Collection Agencies and Money Transmitters.* A licensee must submit a Service Request through the Portal stating the Active Manager or Responsible Individual will cease to oversee the activities of the licensee within ten days of learning that fact. The licensee has 90 days to replace the Active Manager or Responsible Individual with a qualified person per statute