



## DEPARTMENT OF INSURANCE AND FINANCIAL INSTITUTIONS

### NMLS STREAMLINED RENEWAL PROCESS Collection Agency License

**Please read through the instructions carefully. Please note that currently active collection agency branch licenses should not be renewed per [Regulatory Bulletin 2021-01](#).**

**Applications approved prior to November 1 are subject to all renewal requirements and fees. New applications processed after October 31 will be invoiced the prorated license fee and the renewal fee prior to approval.**

Collection Agencies licensed in Arizona and managed through the NMLS are required to participate in the Streamlined Renewal Process through the Nationwide Multi-State Licensing System & Registry (NMLS) in order to renew applicable licenses between November 1 through January 1.

Licenses and registrations in any status other than an "Approved" equivalent status are not eligible for Streamlined Renewal. Any outstanding deficient license items will prevent Streamlined Renewal until the deficient license items have been addressed and cleared. Licensees should check the status of their license for any deficient license items and address these prior to submitting their renewal request.

**The steps listed on the following page must be completed on or before January 1 in order to avoid suspension of your license.**

**If all renewal steps have not been completed on or before January 30, your license will expire. Since renewing your license on time is a statutory requirement, no exceptions will be given. If your license expires, you will have to apply for a new Arizona license(s) in order to transact business in Arizona.**

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**The AZDIFI recommends that all Licensees review the detailed instructions found on the [NMLS Resource Center](#) carefully. **RENEWALS MAY BE PREVENTED OR REJECTED IF OUTSTANDING LICENSE ITEMS ARE NOT ADDRESSED**. Failure to pay any outstanding fees, including licensing fees, or examination fees may result in non-renewal of licenses.**

The [NMLS Resource Center](#) has valuable tools to assist in the NMLS Streamlined Renewal Process, including a [Company Renewal Quick Guide](#), [Training Workshops](#), [State Licensing Information](#), as well as the [State Renewal Checklists](#).

For questions regarding Arizona Renewal Requirements, contact the AZDIFI Licensing Section at (602) 771-2800 option 1, or by email at [felicensing@difi.az.gov](mailto:felicensing@difi.az.gov). For technical assistance with requesting renewal, paying fees, or uploading documents, please call the NMLS Call Center at (855) 665-7123.

## **COLLECTION AGENCY LICENSE**

### **1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS**

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company) or MU2 filing(s) (control persons)**. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDIFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads, and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.

### **2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS**

**Renewal requests must be submitted through the NMLS between November 1 and January 1.** During this time, renewal fees must be paid. If your company does not wish to renew its license, choose the “Do Not Renew” option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

**AZ Collection Agency Company License Annual Renewal Fee: \$600**  
**NMLS Company Annual Renewal Processing Fee: \$100**

### **3. UPLOAD FINANCIAL STATEMENT(S) INTO THE NMLS**

**Financial Statements are required to be uploaded into the NMLS as a compressed PDF in the “Financial Statements Summary” section of the NMLS.** You must include a Financial Statement to cover the period of January 1 through December 31 of the previous calendar year and a YTD Financial Statement. The AZDIFI does not accept paper copies of financial statements. Active deficiencies concerning prior fiscal year financial statements will prevent the company from submitting a renewal request. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

### **4. UPLOAD THE [AZDIFI FICTITIOUS NAMES REPORT](#) INTO THE [AZ ELICENSE PORTAL](#) AS A SERVICE REQUEST.**