

BRANCH OFFICE APPLICATION FORM

Use this form to open a new branch office, close an active branch office, or activate a currently eligible branch office. Include a completed Delegation of Authority Form for any incoming or outgoing Branch Manager(s).

In addition to this application, fees may be applicable. Please check our [Fee Schedule](#) for more information.

Once complete, this application and additional required documents should be submitted through our [Message Center](#) or [Licensee login](#).

TYPE OF REQUEST

☐ New Branch Office ☐ Close Branch Office ☐ Activate an Eligible Branch Office

ENTITY INFORMATION

Legal Name: License Number:

BRANCH OFFICE INFORMATION

Branch License Number, if applicable:

Phone: Email:

☐ Record storage on-site ☐ Record storage off-site or electronically ☐ Statutory Agent

Statutory Agent Name, if applicable:

Address of Record:

City: State: ZIP:

☐ Check here if the Mailing Address is the same as the Physical Address

Mailing Address:

City: State: ZIP:

BRANCH MANAGER ATTESTATION

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at azleg.gov.

Branch Manager Name: License Number:

Branch Manager Signature: Date:

DESIGNATED BROKER ATTESTATION

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at azleg.gov.

Designated Broker Name:

Designated Broker Signature: Date:

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 licensing 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 dismissal 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

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.