

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		
<input type="checkbox"/> New Branch Office	<input type="checkbox"/> Close Branch Office	<input type="checkbox"/> Activate an Eligible Branch Office

ENTITY INFORMATION	
Legal Name:	License Number:

BRANCH OFFICE INFORMATION		
Branch License Number, if applicable:		
Phone:	Email:	
<input type="checkbox"/> Record storage on-site	<input type="checkbox"/> Record storage off-site or electronically	<input type="checkbox"/> Statutory Agent
Statutory Agent Name, if applicable:		
Address of Record:		
City:	State:	ZIP:
<input type="checkbox"/> 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.