



DEPARTMENT OF  
INSURANCE AND FINANCIAL INSTITUTIONS

**NOTICE OF LICENSE REQUIREMENTS**

A.R.S. § 41-1079 and A.A.C. R20-6-708

**1. YOU MUST**

- Comply with the statutes and administrative rules applicable to your type of license.
- Remit all required fees with your application.
- Submit either biographical affidavits, fingerprint cards and processing fees, or Background Reports, whichever is applicable, with your application.
- Remit payment for invoices issued by the Arizona Insurance Examiner's Revolving Fund during the course of our review promptly.
- Submit responses to our deficiency notices promptly.
- Send application and responses to our deficiency notices to:

*Insurance Financial Affairs Division  
Arizona Department of Insurance and Financial Institutions  
100 North 15<sup>th</sup> Avenue, Suite 261  
Phoenix, AZ 85007-2630*

**2. LICENSE TIME FRAMES**

We must determine if the application is administratively complete and do a substantive review of the application within the applicable time frame. We must grant or deny the license within the overall time frame.

<b>LICENSE TYPE</b>	<b>Administrative Completeness</b>	<b>Substantive Review</b>	<b>Overall Time Frame</b>
• <i>Certificate of Authority</i>	<i>210 days</i>	<i>90 days</i>	<i>300 days</i>
• <i>Certificate of Exemption</i>	<i>92 days</i>	<i>30 days</i>	<i>122 days</i>
• <i>Life Care Provider</i>	<i>60 days</i>	<i>30 days</i>	<i>90 days</i>
• <i>Prepaid Legal Insurer</i>	<i>45 days</i>	<i>15 days</i>	<i>60 days</i>
• <i>Reinsurance Intermediary</i>	<i>120 days</i>	<i>60 days</i>	<i>180 days</i>

**3. PROCESS**

- We will send you a NOTICE OF DEFICIENCY (ND) if your application is not administratively complete. The administrative completeness and overall time frames are suspended until your complete response is received. We must receive your complete response to our ND within sixty calendar days. Failure to respond timely to our ND can result in your application being withdrawn. Application fees are nonrefundable.
- We will send you a NOTICE OF ADMINISTRATIVE COMPLETENESS when your application is administratively complete.
- We will send you one COMPREHENSIVE REQUEST FOR ADDITIONAL INFORMATION DURING SUBSTANTIVE REVIEW (CRAI) if your application requires additional information after your application is administratively complete. The substantive review and overall time frames are suspended until your complete response is received. We must receive your complete response to the CRAI within sixty calendar days. Failure to respond timely to our CRAI can result in your application being withdrawn. Application fees are nonrefundable.

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## NOTICE OF LICENSE REQUIREMENTS

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- We will request that you execute an AGREEMENT TO PROVIDE SUPPLEMENTAL INFORMATION DURING SUBSTANTIVE REVIEW if after we review your response to our CRAI we cannot grant your license. This allows us to request additional information and reconsider your application.
- You may execute an AGREEMENT TO EXTEND SUBSTANTIVE REVIEW PERIOD AND OVERALL REVIEW PERIOD if we cannot grant you a license by the end of the substantive review and overall time frames.
- We will:
  - Grant the license. A NOTICE OF GRANTING LICENSE will be issued to you; or
  - Deny the license. You will be apprised of the reason for the denial and of your rights of appeal if your license is denied.

#### 4. **CONTACT**

Cary W. Cook, Chief Financial Compliance Officer  
(602) 364-3986  
[Cary.cook@difi.az.gov](mailto:Cary.cook@difi.az.gov)