

All current Confidential Intermediary certifications will expire on October 31, 2024. Per ACJA § 7-203(G), the Certification and Licensing Division will begin receiving renewal applications on August 30, 2024. Renewal applications submitted on or after October 1, 2024 will be assessed an additional \$100.00 fee. Please note, if you have submitted a timely and complete application for renewal, your existing certification remains active until the administrative process for review of the renewal application has been completed. Please direct any questions or comments to the Division at CIP@courts.az.gov or (602) 452-3378, then pressing option 3.

Both “active” and “inactive” renewal applications can be accessed by clicking the links located on the website next to this document with instructions listed below:

1. Instructions.

Carefully read all instructions. To obtain additional assistance, email CIP@courts.az.gov or visit the Arizona Judicial Branch Website at: <http://www.azcourts.gov/cld/Confidential-Intermediary-Program>

2. Completion.

Clearly print in ink or type all information. Pursuant to Arizona Code of Judicial Administration § 7-201, incomplete renewal applications may be denied.

3. Fees.

Please refer to ACJA § 7-203(K) to reference the applicable **NON-REFUNDABLE** fee(s) which are required to submit this application.

4. Background Information.

If “**Yes**” is indicated for any question in the Background Section of this application, a **SIGNED** statement must be uploaded with this application describing **in detail** all incidents including (1) names of all parties involved, (2) dates and locations, (3) the names and localities of any courts and/or administrative agencies involved, (4) the disposition of each matter, (5) whether the conviction, plea or finding was for a felony, misdemeanor, or open-ended charge.

5. Submission.

Please submit your completed application, related attachments, and fees by check or money order to:

**Arizona Supreme Court
Confidential Intermediary Program
1501 W. Washington, Suite 104
Phoenix, AZ 85007**

6. Application Deadline.

Renewal applications submitted on or after October 1, 2024 will be assessed an additional \$100.00 fee. Applications submitted after October 31, 2024 may be required to retake the examination and submit an initial application.

7. Notification.

Your cancelled check or email confirmation from the Certification and Licensing Division is proof we have received your application. You will be notified in writing of the decision by the Confidential Intermediary Board regarding your application.

If you have submitted a timely and complete application for renewal, including fees, your existing license remains active until the administrative process for review of the renewal application has been completed. **If you do not submit a complete application before October 31, 2024 your license expires and you must stop providing licensed Confidential Intermediary services.** Applicants who submit their renewal application after the expiration date of **October 31, 2024** may be required to retake the licensure examination and submit an initial application.