



New Application Checklist Jurisdiction-Specific Requirements



ALASKA MORTGAGE BROKER/LENDER BRANCH REGISTRATION

Instructions:

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the licensee acting as a mortgage broker or mortgage lender that is separate and distinct from the licensee's principal office.
2. A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office of a mortgage broker or mortgage lender.
3. Branch manager is required to file a form MU4 if they will be originating.
4. Total registration costs: \$420 including the NMLS processing fee.
5. All fees are collected through the NMLS and are non-refundable.
6. The Department will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
7. The applicant's NMLS Unique Identifier must be written on the upper right-hand corner of every hard copy document submitted to the Department.
8. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service and Overnight Delivery:

*State of Alaska, Department of Commerce, Community &
Economic Development
Division of Banking & Securities
550 W. Seventh Avenue, Suite 1940
Anchorage, Alaska 99501*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the Branch Manager and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact Alaska *Division of Banking & Securities* licensing staff by phone at 907-269-4594 or send your questions via e-mail to mortgagelending@alaska.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.