



CO-DOB Money Transmitter License Uniform Authorized Agent Reporting Checklist

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GENERAL INFORMATION

Who is required to complete the Uniform Authorized Agent Reporting (UAAR)?

Colorado Division of Banking (Division) Money Transmitter Licensees who hold an active license on NMLS with another state agency are required to report their authorized agents/delegate through the Uniform Authorized Agent Reporting (UAAR).

Division Money Transmitter Licensees not currently using NMLS for other state licensure should continue to report authorized agents/deletes directly to the Division as required under the Division quarterly Report of Condition and Income guidelines.

Helpful Resources

- [Authorized Agent Quick Guide](#)
- [Agent Upload File Template](#)
- [Upload File Specifications and Validation Errors](#)
- [UAAR FAQs](#)
- [UAAR Webinar](#)
- [UAAR Processing Fee Fact Sheet](#)
- [List of Participating Agencies and Specific License Types](#)

Agency Contact Information

Contact Division staff by phone at (303) 894-7575 or send your questions via email to cassie.radcliffe@state.co.us for additional assistance.

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

FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	CO Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Uniform Authorized Agent Reporting Annual Processing Fee: An annual fee of twenty-five cents (\$0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st.</p> <p>There is no fee for the first 100 active agents reported (Companies with 100 agents or less are not subject to the UAAR Processing Fee).</p> <p>The fee is capped at \$25,000 per licensee in any one year.</p> <p>The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline).</p> <p>See the Uniform Authorized Agent Reporting Processing Fee Fact Sheet for more information.</p>	NMLS (Agency Fee Invoice)

REQUIREMENTS COMPLETED IN NMLS

Complete	CO Money Transmitter License	Submitted via...
<input type="checkbox"/>	Submission of Company Form (MU1): Completed and submitted Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<p>Authorized Agents (Delegates) Locations: Licensees must use the NMLS Uniform Authorized Agent Reporting (UAAR) functionality to report Authorized Agents. Upon license approval, applicants are required to utilize the UAAR to upload a list of agents who are authorized to conduct money transmission business in the state of <i>Colorado</i> on the Applicant's behalf. Agent adjustments (additions, deletions, and modifications) must be submitted through the UAAR on a <i>quarterly basis</i>, even if there are no changes to report. For more information, consult the NMLS Resource Center.</p> <p>Note: A licensee's branch locations should NOT be uploaded with the authorized agents/delegates. These locations should continue to be reported outside of NMLS directly to the Division.</p>	NMLS