



## CT Mortgage Correspondent Lender License New Application Checklist (Branch)

---

Section 36a-486 of the Connecticut General Statutes requires activity subject to licensure to be conducted at an office in a state, as defined in section 36a-2. State means any state of the United States, the District of Columbia, any territory of the United States, Puerto Rico, Guam, American Samoa, the trust territory of the Pacific Islands, the Virgin Islands and the Northern Mariana Islands.

### CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

### GENERAL INFORMATION

#### Who Is Required to Have This License?

A location other than the main office at which a Mortgage Correspondent Lender Licensee or any person on behalf of a Mortgage Lender Licensee acts as a mortgage lender.

**Note:** The Company Form (MU1) must be requested prior to the submission of a Branch Form (MU3).

#### Pre-Requisites for License Applications

Experience:	A Branch Manager with at least three years of experience in the mortgage business, within the five years immediately preceding the application. A resume or work experience form must be uploaded to NMLS.
Total License Cost:	\$1,020 including the NMLS processing fee

**The Connecticut Department of Banking does not issue paper licenses for this license type.**

## Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

## Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

## Agency Contact Information

Contact Consumer Credit licensing staff by phone at (860)240-8225 or send your questions via email to [dob.ccl@ct.gov](mailto:dob.ccl@ct.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*Connecticut Department of Banking  
Consumer Credit  
260 Constitution Plaza  
Hartford, CT 06103-1800*

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR LENDING ACTIVITIES IN THE STATE OF CONNECTICUT UNTIL YOU HAVE OBTAINED LICENSURE IN CONNECTICUT.

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.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.		
Complete	CT Mortgage Correspondent Lender Branch License	Submitted via...
<input type="checkbox"/>	<b>CT License Fee:</b> \$1,000 <b>NMLS Initial Processing Fee:</b> \$20	NMLS (Filing submission)
REQUIREMENTS COMPLETED IN NMLS		
Complete	CT Mortgage Correspondent Lender Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	<b>Other Trade Names:</b> If this branch is operating under a name that is different from the applicant's legal name, that name must be listed in the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). The Connecticut Department of Banking does not limit the number of other trade names.  <b>Note:</b> It is the applicant's responsibility to ensure that all names are properly registered with the required municipality or government agency.	NMLS
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual who is in charge of and who is responsible for the business operations of a branch office. The Branch Manager must hold an active Connecticut MLO license.	NMLS
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	CT Mortgage Correspondent Lender Branch License	Submitted via...
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager is required to: <ul style="list-style-type: none"> <li>• Be licensed as a mortgage loan originator with Connecticut</li> <li>• Have at least three years of experience in the mortgage business, within the five years immediately preceding the application</li> <li>• Be capable of providing full-time supervision of the branch</li> </ul> A work experience form or resume must be uploaded to the NMLS recognizing dates of employment, employer, job title, and work functions for each position held by the individual for a period of at least five years immediately preceding the date of application. <a href="#">Click to download experience form.</a>  The branch manager is required to meet <u>minimum criminal and credit background check requirements</u> . This individual will be required to authorize a criminal background check and credit report through the NMLS.	<b>Upload in NMLS:</b> under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).