



CT Mortgage Lender License New Application Checklist (Branch Office)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required to Have This License?

A location other than the main office at which a Mortgage 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 person 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 Company Form (MU1) 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 for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Connecticut Department of Banking
Consumer Credit Division
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 Lender Branch License	Submitted via...
<input type="checkbox"/>	CT License Fee: \$1,000 NMLS Initial Processing Fee: \$20	NMLS (Filing submission)
REQUIREMENTS COMPLETED IN NMLS		
Complete	CT Mortgage Lender Branch License	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Names: If this branch is operating under a name that is different from the applicant's legal name, that name must be listed under 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. It is the applicant's responsibility to ensure that all names are properly registered with the required municipality or government agency, and that the name is reflected on the Surety Bond (if applicable).	NMLS
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual who is capable of full-time supervision 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"/>	Branch Manager (MU2) Attestation: 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 Lender Branch License	Submitted via...
<input type="checkbox"/>	Branch Manager: A Branch Manager is required to: <ul style="list-style-type: none"> • Be licensed as a mortgage loan originator with Connecticut • Have at least three years of experience in the mortgage business, within the five years immediately preceding the application • Be capable of providing full-time supervision of the branch 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. Click to download experience form.	Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).
<input type="checkbox"/>	Servicer Surety Bond Rider (for entities licensed as mortgage lenders): Upload to NMLS a fully executed surety bond rider reflecting the addition of the branch address. The rider must also increase coverage by an additional \$100,000 to cover each additional branch office. Note: The original fully executed rider must also be mailed to the Department.	Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).