



## CT Debt Negotiation License New Application Checklist (Branch)

Section 36a-671(b) 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.

This document includes instructions for a branch office new application. If you need to complete a new application for a company main office (corporate location), refer to the company main office checklist.

### CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
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### GENERAL INFORMATION

#### Who is required to have this license?

A location other than the main office at which a licensee or any person on behalf of a licensee acts as a debt negotiator.

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

#### Pre-Requisites for License Applications

- Bond Amount: \$50,000, if engaged or not engaged in the business of negotiating residential mortgage loans on behalf of mortgagors.
- Total License Cost: \$820 including NMLS processing fee

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

## Document Uploads

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 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 Division  
260 Constitution Plaza  
Hartford, CT 06103-1800*

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 Debt Negotiation Branch License   | Submitted via...         |
| <input type="checkbox"/>   | CT License/Registration Fee: \$800<br>NMLS Initial Processing Fee: \$20  | NMLS (Filing submission) |
| <input type="checkbox"/>   | Credit Report for Control Persons: \$15 per control person.  | NMLS                     |
| <input type="checkbox"/>   | FBI Criminal Background Check for MU2 Individual: \$36.25 per person.  | NMLS                     |
| REQUIREMENTS COMPLETED IN NMLS   |  |                          |
| Complete   | CT Debt Negotiation 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 under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Connecticut does not limit the number of other trade names.<br><br><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> Must recognize an individual who is responsible for the actions of the licensee. Complete the Individual Form (MU2) in NMLS. This individual must be listed in the <i>Branch Manager</i> section of Branch Form (MU3).<br><br>The branch manager is required to meet <u>minimum criminal and credit background check requirements</u> . The individual will be required to authorize a criminal background check and credit report through NMLS.  | 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                     |
| <input type="checkbox"/>   | <b>Credit Report:</b> Branch Managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Branch Form (MU3).   | NMLS                     |
| <input type="checkbox"/>   | <b>FBI Criminal Background Check Requirements:</b> Branch Managers are required to authorize an FBI criminal background check (CBC) through NMLS.<br><br>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.<br><br>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more info.<br><br><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file. | NMLS                     |

| REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS |   |   |
|---|---|---|
| Complete                                | CT Debt Negotiation Branch License  | Submitted via...  |
| <input type="checkbox"/>                | <p><b>Surety Bond:</b> Upload a copy of a fully executed Debt Negotiation surety bond in the amount of \$50,000 issued by a surety company authorized to conduct business in Connecticut. The bond must cover the main office and each additional branch office location must be listed on the addendum. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant, including any Other Trade Names.</p> <p><i>If you are engaged in the business of negotiating residential mortgage loans on behalf of mortgagors: <a href="#">Click to download Secured Debt Negotiator bond form.</a></i></p> <p><i>If you are not engaged in the business of negotiating residential mortgage loans on behalf of mortgagors: <a href="#">Click to download Unsecured Debt Negotiator bond form.</a></i></p> <p>This document should be named <i>CT Debt Negotiation Surety Bond</i>.</p> | <p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p> |
| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS  |   |   |
| Complete                                | CT Debt Negotiation Branch License  | Submitted via...  |
| <input type="checkbox"/>                | <p><b>Surety Bond:</b> Submit the original bond in the amount described <a href="#">above</a>.</p>  | <p><b>Mail to the Connecticut Department of Banking</b></p>   |