



New Application Checklist Jurisdiction-Specific Requirements



GEORGIA MORTGAGE BRANCH APPROVAL

Instructions:

Each licensee who intends to operate and maintain an additional office in Georgia shall file an application with the Department of Banking and Finance requesting approval to open an additional office. Each location must be separately approved and will require a filing of Form MU3 through the NMLS. A branch location is defined as a physical place of business of the licensee, including a personal residence, in the state of Georgia where, acting as a mortgage broker or mortgage lender, consumers are met and mortgage business is directed. The location is separate and distinct from the licensee's principal office. This application is **not** required for REGISTERED mortgage brokers/processors and lenders.

1. A branch manager must be designated and approved for each licensed location. The 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/processor or mortgage lender. An MU2 must be completed on the Branch Manager with this application.

No license fee is required for a change in branch manager of a previously approved and currently operational branch. However, a new MU2 must be filed on the new manager.

2. Branch Managers are required to authorize a credit report through NMLS. Branch Managers will be required to complete an Identity Verification Process (IDV) along with an individual attestation before the license request for the branch can be filed through NMLS.
3. 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*.
4. NET BRANCHING. Net branching is not acceptable and net branches will not be approved. Net branching occurs when a licensee allows the unsupervised use of its license for monthly operating charge to the branch. See detailed information at:
http://dbf.georgia.gov/00/channel_title/0,2094,43414745_67610389,00.html#netbranches
5. Student Loans/Child Support. The Georgia Residential Mortgage Act also provides grounds for denial of any application for a mortgage license involving persons who have failed to repay student loans [See O.C.G.A. §7-1-1017(a)(3)]. Applicants having government supported student loans outstanding must be in "good standing" with the lender on those loans. Delinquent student loans must be brought current, or at least placed in forbearance status by the lender, before a favorable review can be accorded. Also, where an applicant has been found to be in noncompliance with an order for child support, such action is sufficient grounds for refusal of a license. [See O.C.G.A. §7-1-1017 (a) (2)].
6. The applicant's NMLS Unique Identifier must be written on the upper right-hand corner of every hard copy document submitted to the Department.
7. Total license costs: A \$350 application fee is required per branch location, this fee includes the NMLS processing fee. A \$15 fee for the credit report will be paid to NMLS at the time of application.
8. All fees are collected through the NMLS and are non-refundable.

9. 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:

Georgia Department of Banking & Finance
 NDFI Division
 2990 Brandywine Road
 Suite 200
 Atlanta, GA 30341-5565

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.
<input type="checkbox"/>	<input type="checkbox"/>	AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Provide an executed original copy of the <i>Background Check Authorization Form</i> consenting to a criminal history record check on the proposed control persons. <u>This authorization remains effective as long the individual is employed in the mortgage industry.</u> Click to download document.
<input type="checkbox"/>	<input type="checkbox"/>	CREDIT REPORT REVIEW Any credit report containing tax liens, judgments, bankruptcies or charged off credit will likely cause the processing of the application to be delayed, or possibly cause the application to be denied. Slow credit or bankruptcies, which have not been dismissed, will require satisfactory explanation. Tax liens and judgments must be paid before an application can receive favorable review, along with proof of settlement.
<input type="checkbox"/>	<input type="checkbox"/>	STUDENT LOANS/CHILD SUPPORT. Provide a copy of any payment agreements regarding student loans in arrears or any payment agreement entered into with child support services.
<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINT CARDS. Fingerprint processing is now available statewide through the Georgia Applicant Processing Services (GAPS). License and registration applicants who need to provide the Department with fingerprints for owners, officers and control persons, or for employees who may require the submission of fingerprint cards as a result of incomplete or questionable background check processing may now use the GAPS service. Out-of-state applicants without access to a Georgia GAPS location may still request fingerprint cards for submission directly to the Department. In-State applicants should use a GAPS location if possible. For more information and instructions/links for either

		<p>application, click on the following link: http://dbf.georgia.gov/00/channel_title/0,2094,43414745_46385619,00.html#GAPS Both GAPS forms are fillable for completion and return to the Department. Requests for HARD-COPY fingerprints may be made on-line and will be handled generally on the next business day.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>BRANCH OFFICE QUESTIONNAIRE. Answers to the office questionnaire <i>Application to Establish an Additional Office</i> should be typed. If additional answer space is required, please type answer on additional 8 2 X 11 pages and attach to this application. Click to download document.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>PHOTO ID. Submit MU2 Photo ID page. Click to download document.</p>

WHO TO CONTACT – Contact *the NDFI* licensing staff by phone at 770-986-1633 or send your questions via e-mail to newapps@dbf.state.ga.us 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.