



HI Escrow Depository Branch License Transition Checklist (Branch)

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GENERAL INFORMATION

Transition to NMLS

Companies holding the Hawaii Division of Financial Institutions (HI-DFI) Escrow Depository Branch License are required to submit a license transition request through NMLS by filing a Branch Form (MU3) and an Individual Form (MU2) for each of their branch managers by Friday, September 30th, 2016. The HI Escrow Depository Branch License will be available in NMLS to submit the transition request starting Thursday, September 1st, 2016. The transition to NMLS for this license is *required*.

Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) through NMLS for the HI Escrow Depository License main location.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in HI, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are not charged a new application fee. Each branch office will be identified by the number on the license previously issued to you by DFI. (For example, if the Honolulu Branch was issued License No. 099, the Honolulu Branch would be identified in NMLS as 099.) This number will be used as the transition number.

Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form must complete these actions within NMLS from September 1st, 2016 onward. Paper forms will not be accepted after September 1st, 2016. HI-DFI encourages current licensees to update their information with HI-DFI by recommended date August 24, 2016, so there will be no pending changes to submit at the time of transition.

Act 227 was signed into law by the Governor on July 6, 2016. Act 227 permits the Commissioner to require all escrow depositories to register with NMLS. Act 227 became effective upon approval.

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

- [Transitioning an Existing Branch License](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Hawaii Division of Financial Institutions* licensing staff by phone at [\(808\) 586-2820](tel:8085862820) or send your questions via email to dfi-nmls@dcca.hawaii.gov or additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Division of Financial Institutions
335 Merchant Street, Rm 221
Honolulu, Hawaii 96813*

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	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	HI License/Registration Transition Fee : \$0 NMLS Transition Processing Fee: \$0	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS		
Complete	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	<p>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. See the Transitioning an Existing Branch License for instructions on how to submit the transition request.</p> <p><i>When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. Be sure to enter the number on the license previously issued to your by DFI. For example, if the Honolulu Branch was issued License No. 099, the Honolulu Branch would be identified in NMLS as 099.</i></p> <p>All current licensees/registrants must transition their license onto NMLS on or before Friday, September 30th, 2016.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Names: If this branch is operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). HI-DFI does not limit the number of other trade names.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager: A Branch Manager must be designated for each licensed location.</p>	NMLS
<input type="checkbox"/>	<p>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).</p>	NMLS
Note	<p>Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.</p>	N/A

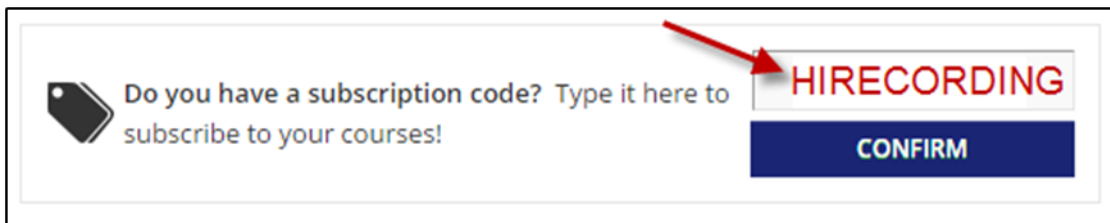
REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	HI Escrow Depository Branch License	Submitted via...
No items are required to be uploaded into NMLS for this license/registration at this time.		

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	HI Escrow Depository Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		

REGISTERING FOR NMLS TRANSITION RECORDING

Follow the instructions below to watch the recorded webinar for the **Hawaii Escrow Depository Companies License Transition to NMLS**.

1. Go to <https://www.csbstraining.org/lms/>
2. Click the **Register** link in the top right corner.
3. Complete all fields marked by a red asterisk (*).
 - a. **Select "State-Licensed" for User Type.**
4. After completing all fields, a confirmation email is sent. Check your Spam folder.
5. Click the link in the confirmation email that is sent from LMSAdmin@csbs.org.
6. A new tab or window opens in your browser confirming your registration, allowing you to log in.
7. **Log in to the LMS and enter the subscription code: HIRECORDING.**



8. The recorded webinar is then available in **My Courses**.

