



# HI Small Dollar Installment Loan Branch New Application Checklist (Branch)

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## 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?

"Branch office" means any location in the State that is identified by any means to the public or consumers as a location at which the licensee holds itself out as an installment lender.

Pursuant to Section 480J-40(b), HRS, prior approval of the Commissioner of Financial Institutions is required to maintain a branch office. No business shall be conducted at a branch office until the branch office has been licensed by the commissioner.

HI DFI issues paper licenses for this license type which must be displayed in the branch office.

### Activities Authorized Under This License

This license authorizes the following activities...

- Small Dollar Installment Loans pursuant to Chapter 480J, HRS.

### Pre-Requisites for License Applications

- None

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

#### For U.S. Postal Service:

*Division of Financial Institutions  
Department of Commerce and Consumer Affairs  
P.O. Box 2054  
Honolulu, HI 96805*

#### For Overnight Delivery:

*Division of Financial Institutions  
Department of Commerce and Consumer  
Affairs  
King Kalakaua Building  
335 Merchant Street, Rm. 221  
Honolulu, HI 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	NE-SOS Collection Agency License	Submitted via...
Note	<b>HI License/Registration Fee:</b> \$0 <b>NMLS Initial Processing Fee:</b> \$0	N/A
<b>REQUIREMENTS COMPLETED IN NMLS</b>		
Complete	HI Small Dollar Installment Loan Branch	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>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A 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.	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
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

<b>REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS</b>		
Complete	HI Small Dollar Installment Loan Branch	Submitted via...
No branch documents are required to be uploaded into NMLS for this license/registration at this time.		
<b>INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS</b>		
No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.		

<b>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</b>
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Complete	HI Small Dollar Installment Loan Branch	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		