



# IA Debt Management Branch License Transition Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Transition to NMLS

Companies holding the Iowa Division of Banking (IA) Debt Management 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 December 1<sup>st</sup>, 2017. The IA Debt Management Branch License will be available in NMLS to submit the transition request starting November 1<sup>st</sup>, 2017. 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 for the IA Debt Management 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 IA, 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. Be sure to enter your DOB License Number to signify that you are a transitioning entity.

Iowa Administrative Code Chapter 187-20.2 requires the utilization of NMLS for all application and licensing information including but not limited to the following: original application information; changes in application information; license renewal information; changes in name, location, and control; and notices of significant events.

## 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, 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 *Iowa Division of Banking* licensing staff by phone at (515) 281-4014 or send your questions via email to [fblicensing@idob.gov](mailto:fblicensing@idob.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*Iowa Division of Banking  
200 E. Grand Avenue, Suite 300  
Des Moines, Iowa 50309*

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	IA Debt Management Branch License	Submitted via...
<input type="checkbox"/>	<b>IA License/Registration Transition Fee:</b> \$250 <b>NMLS Transition Processing Fee:</b> \$20	<b>NMLS (Filing submission)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	IA Debt Management Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the <a href="#">Transitioning an Existing Branch License Quick Guide</a> for instructions on how to submit the transition request.</p> <p><b>When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. Be sure to enter your IDOB License Number to signify that you are a transitioning entity.</b></p> <p><b>All current licensees/registrants must transition their license onto NMLS on between November 1<sup>st</sup> and December 1<sup>st</sup>, 2017.</b></p>	<b>NMLS</b>
<input type="checkbox"/>	<p><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.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><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).</p>	<b>NMLS</b>
Note	<p><b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.</p>	<b>N/A</b>
Note	<p><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.</p>	<b>N/A</b>

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	IA Debt Management Branch License	Submitted via...
No branch documents are required to be uploaded into NMLS for this license/registration at this time.		
INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS		
No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.		

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