



New Application Checklist Jurisdiction-Specific Requirements



IDAHO EXEMPT ENTITY BRANCH REGISTRATION

Instructions:

1. Each branch location desiring to conduct business under this registration authority must be separately authorized and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the registrant conducting contract mortgage loan processing, contract mortgage loan underwriting activities, or authorized mortgage loan origination activities, that is separate and distinct from the registrant's principal office.
2. A branch manager must be designated for each registered location. Branch manager is defined as an individual who is in charge of, or who is responsible for the business operations of a branch office of an exempt entity conducting contract mortgage loan processing or contract mortgage loan underwriting activities. A completed Form MU2 will be required for each branch manager.
3. A Qualifying Individual may serve as branch manager of a registrant's branch office.
4. Registrations not completed within 60 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a "Withdrawn-Application Abandoned" status. New fees will apply if a new registration application is filed.
5. Total registrant costs: \$20 consisting of the NMLS processing fee. No fees are payable to the state of Idaho for branch registration.
6. All fees are collected through the NMLS and are non-refundable.
7. The regulator 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.
8. 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:

*Idaho Department of Finance
Consumer Finance Bureau
PO Box 83720
Boise, ID 83720-0031*

For Overnight Delivery:

*Idaho Department of Finance
Consumer Finance Bureau
800 Park Blvd., Ste 200
Boise, ID 83712*

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. (Information currently on file with the Department contained in the registrant's regulated lender license file does not need to be duplicated at initial registration.)

WHO TO CONTACT – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to mortgage@finance.idaho.gov for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE REGISTRATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.