



## New Application Checklist Jurisdiction-Specific Requirements



### MISSISSIPPI MORTGAGE BRANCH LICENSE

#### Instructions

1. Each branch location, wherever located, desiring to conduct business on Mississippi residential property, must be separately authorized and will require a filing of Form MU3 through the NMLS.
2. Each branch location is required per statute to have a Loan Originator registered at that branch; therefore, for each MU3 form filed, **a corresponding MU4 form must be filed also**. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled “Create a Sponsorship” at the following link will help walk you through this process: [NMLS Quick Guides](#).
3. Total license costs: \$121 including the NMLS processing fee.
4. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
5. 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.
6. 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:*

*Mississippi Department of Banking and Consumer  
Finance  
Attn: Mortgage Division  
PO Box 23729  
Jackson, MS 39225-3729*

*For Overnight Delivery:*

*Mississippi Department of Banking and  
Consumer Finance  
Attn: Mortgage Division  
501 N West Street  
901A Woolfolk Building  
Jackson, MS 39201*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND.</b> Provide an <b>Original</b> Rider or Amendment from the insurance provider to the company's original Surety Bond acknowledging new branch office location is covered under the surety bond assigned to the company's main office.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ZONING.</b> Provide proof of commercial zoning of company's location only if the branch location on the MU3 form is inside the state of Mississippi.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the Branch or Branch Manager and provide a copy of any applicable orders or documents.

**WHO TO CONTACT – For licensing questions, please** contact the Mortgage Division via e-mail to [tricia.knighton@dbcf.ms.gov](mailto:tricia.knighton@dbcf.ms.gov) for additional assistance. For website questions, please contact the NMLS Call Center at 240-386-4444.

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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNEL