



New Application Checklist Jurisdiction-Specific Requirements



NORTH DAKOTA MONEY BROKER BRANCH REGISTRATION

Instructions

1. Each branch location desiring to conduct business in North Dakota must be separately registered and will require the filing of Form MU3 through the NMLS.
2. All branch registrations run from January 1st through December 31st. All branch locations are required to renew their registration(s) through NMLS between November 1st and December 31st for the following registration period.
3. A Branch Manager is required to be appointed for all branch locations where the licensee conducts business with North Dakota consumers. The Branch Manager does not have to be physically located at the branch location. A single Branch Manager may be appointed for multiple branch locations. A Branch Manager must have a Form MU2 filed as part of the company's and/or branch's application and must be identified in the Branch Manager field on Form MU3.
4. Total registration costs including NMLS processing fee for branch locations in North Dakota: \$70
5. A \$50 fee for in-state branch locations must be submitted to the Department outside NMLS within 5 business days of the electronic submission of your application.
6. Out of state branch locations must register through the NMLS and pay NMLS processing fees but are not required to pay any State specific fees at this time.
7. Fees collected through the NMLS ARE NOT REFUNDABLE.
8. 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.
9. Jurisdiction-specific requirements as identified on the checklist below must be received within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service and Overnight Delivery send to:

*ND Dept. of Financial Institutions
Consumer Division
2000 Schafer Street, Suite G
Bismarck, ND 58501*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	COPY OF LEASE OR DEED. Provide a copy of the lease or deed for the branch office.
<input type="checkbox"/>	<input type="checkbox"/>	BRANCH AUTHORIZATION FORM. Please complete the branch authorization form. Click to download branch authorization form.

WHO TO CONTACT – Contact the Consumer Division licensing staff by phone at (701) 328-9933 or send your questions via e-mail to dfi@nd.gov for additional assistance. For system questions, call 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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.