



## New Application Checklist Jurisdiction-Specific Requirements



### NEBRASKA INSTALLMENT LOAN BRANCH LICENSE

#### Instructions:

1. Each location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS. Each location conducting business with the public must obtain an Installment Loan Branch License. **All locations conducting business under an Installment Loan License must be located in the state of Nebraska.**
2. A branch manager must be designated for each licensed location. 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 an Installment Loan Company office.
3. Total license costs: \$520.00 including the NMLS processing fee.
4. All fees are collected through the NMLS and are non-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. Current audited financial statements are required if the statements on the NMLS are more than six months old. All financial statements should be submitted through NMLS. For additional help, see the [Financial Statement Information Page](#) on the NMLS website.
7. A hearing on the application will be scheduled if the applicant has no existing licenses in Nebraska or if the Director determines a hearing is necessary. The Department will publish a notice of the hearing in a legal newspaper for three successive weeks. The publisher will bill you and you are to pay the cost of publication. Immediately after the third publication, the publisher is instructed to forward to this Department a proof of publication, certifying that you have paid the costs. We suggest that you pay these costs promptly on or before the date of the last publication so as to avoid any delays.
8. A date for hearing upon the application will be set by the Department. Applicant is required to have a representative present at the hearing which will be held at the Department's office. You will be notified in the event objections are filed. The expense of the hearing includes court reporter's fee and will be assessed to the applicant.
9. The Department has prepared general hearing questions which are available at <http://www.ndbf.ne.gov/forms/insloan-hearingQ.pdf>. The Department would encourage you to prepare your answers to these questions in advance of the hearing and to bring a copy of the questions and your answers to the hearing. Department representatives at the hearing may ask additional questions.
10. If it is determined that a hearing will not be held, the Department will publish a one-time notice in a legal newspaper stating that a decision will be withheld on the application pending a fifteen day objection period. If objections are received, a hearing will be held and items 6 through 8 above will be followed. The Applicant is responsible for the costs of the one-time publication.
11. 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:

Nebraska Department of  
Banking and Finance  
P.O. Box 95006  
Lincoln, NE 68508

For Overnight Delivery:

Nebraska Department of  
Banking and Finance  
Commerce Court  
1230 O Street, Suite 400  
Lincoln, NE 68509

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SURETY BOND.</b> An installment loan licensee must maintain a surety bond in the amount of \$50,000 per location. The licensee may maintain a separate bond per location or may maintain a combined bond in the required amount. The applicant for this branch license should submit either a new surety bond in the amount of \$50,000 for this location or should submit a rider increasing the total amount of its bond by \$50,000</p> <p><a href="#">Click to download form.</a></p> <p>A licensee with multiple branch licenses and who also employs mortgage loan originators licensed by the Department will also be required to post a supplemental surety bond. The supplemental surety bond will apply to mortgage loans only and the amount of the surety bond will be tied to mortgage loan origination volume as required by the S.A.F.E. Act. For more information, please refer to the Department's website.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><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 Manager and provide a copy of any applicable orders or documents.</p>

**WHO TO CONTACT** – Contact NDBF licensing staff by phone at 402-471-2171 or send your questions via e-mail to [dob.consumerfinance@nebraska.gov](mailto:dob.consumerfinance@nebraska.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.