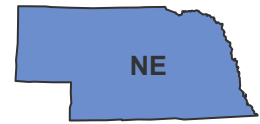




**New Application Checklist**  
Jurisdiction-Specific Requirements



**NEBRASKA MORTGAGE BANKER LICENSE (BRANCH)**

**Instructions**

1. You must designate a manager of a branch office and that person is required to submit a Form MU4, unless the Branch Affidavit is submitted.
2. Total License costs: \$95 including NMLS processing fee.
3. All fees are collected through the NMLS and ARE NOT REFUNDABLE
4. 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 68509*

*For Overnight Delivery:  
Nebraska Department of  
Banking and Finance  
Commerce Court, Suite 400  
1230 "O" Street  
Lincoln, NE 68508*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<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 Manager and provide a copy of any applicable orders or documents.
<input type="checkbox"/>	<input type="checkbox"/>	<b>AGENT AGREEMENTS.</b> If the individual(s) identified for the branch location are 1099 independent agents for IRS tax purposes, provide copies of the written agreements.
<input type="checkbox"/>	<input type="checkbox"/>	<b>BRANCH AFFIDAVIT.</b> If no activity that would require the issuance of an individual mortgage loan originator's license will occur at the branch, the branch affidavit may be submitted in lieu of having a licensed branch manager. <a href="#">Click to download form</a>

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

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE ACTIVITIES IN THE STATE OF NEBRASKA UNTIL YOU HAVE RECEIVED A LICENSE FROM THE DEPARTMENT THROUGH THE NMLS.