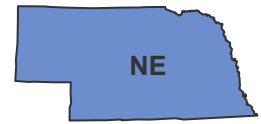




# New Application Checklist Jurisdiction-Specific Requirements



## NEBRASKA MORTGAGE BANKER REGISTRATION

### Instructions

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS.
2. Total license costs: \$300 including NMLS processing fee.
3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
4. A licensee may have one trade name or d/b/a designation per license. If you operate with two or more trade names or d/b/a designations, you will need to also apply for a separate trade name license for each trade name or d/b/a designation. You will be charged a separate application fee for each trade name license.
5. 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  
1230 "O" Street, Suite 400  
Lincoln, NE 68508*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND.</b> Provide an original bond in the amount of \$100,000.00 furnished by a surety company authorized to conduct business in Nebraska. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant and should include any other business names used in Nebraska. <a href="#">Click to download the surety bond form.</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SECRETARY OF STATE DOCUMENTATION.</b> A certified copy of: <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> </ul>

		<ul style="list-style-type: none"> <li>The Partnership Agreement (if a partnership of any form); and</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	A certificate of Authority or a Certificate of Good Standing is required from the domestic state, dated not more than 60 days prior to the filing of an application through NMLS; and
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant was organized or formed outside of Nebraska, submit certified proof or authorization to do business in this state from the Nebraska Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER TRADE NAMES.</b> If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, provide a file-stamped copy of the Application for Registration of Trade Names filed with the Nebraska Secretary of State. In Nebraska a company may not have more than one Other Trade Name per license. A company may apply for additional licenses for additional Other Trade Names by selecting the Other Trade Name license types in the NMLS and submitting a file-stamped copy of the Application for Registration of Trade Name.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceeding for any “Yes” answer to any of the Disclosure questions for the company or any Control Person and provide a copy of any applicable orders or documents.
<input type="checkbox"/>	<input type="checkbox"/>	<b>REGISTERED AGENT APPOINTMENT AND CONSENT FORM.</b> Provide a completed Registered Agent Appointment and Consent Form. <a href="#">Click to download form.</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>MORTGAGE SERVICER SUPPLEMENTAL INFORMATION FORM.</b> If applicant will service mortgage loans, submit the “Mortgage Service Supplemental Information Form”. <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 APPROVAL FROM THE DEPARTMENT THROUGH THE NMLS.