



## New Application Checklist Jurisdiction-Specific Requirements



# NEW HAMPSHIRE MORTGAGE BANKER BRANCH LICENSE

### Instructions

1. All locations of a mortgage banker within or without the State of New Hampshire where NH loans are originated, made, brokered, processed, underwritten and/or serviced must be licensed as branches and will require filing of a Form MU3 through NMLS.
2. The mortgage banker branch license allows the *applicant/licensee* to conduct both lending and brokering activities for first and second mortgage loans. It *is not necessary* to apply for a separate mortgage broker license.
3. Branch managers are *principals* of the *applicant or licensee* under NH law. Any person designated as a manager of a branch office on Form MU3 must submit a Form MU2 and a Criminal History Record Information Authorization Form and fingerprint card.
4. License Fee of \$520 which includes the NMLS Processing Fee.
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. 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.
7. 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/Overnight Delivery*

*New Hampshire Banking Department  
53 Regional Drive  
Concord NH 03301*

Applicant Legal Name: \_\_\_\_\_  
 Tax Identification Number: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE.</b> Until such time as the NMLS has procedures in place for collecting this information, for each branch manager, submit an executed original copy of the release form from the link below directly to the Department. Criminal Records checks are conducted by the State of New Hampshire Department of Safety, State Police Division. Complete all items in Section I of the Authorization, and make sure to sign the release information in Section II of the form and have the form notarized. We will forward the document(s) and check(s) to the Department of Safety.</p> <p><a href="#">Criminal History Record Information Authorization Form</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>The Department of Safety charges a \$55.25 fee to cover costs for each record check <b>All checks and money orders for the record checks must be made payable to “State of NH – Criminal Records” and mailed with this checklist.</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>FINGERPRINT CARDS.</b> Until such time as the NMLS has procedures in place for collecting this information, for each branch manager, submit one fingerprint card issued by the NH Department of Safety. You may electronically submit a request for the number of cards you need, and we will send them to you. An email/fax form can be found on our website at <a href="http://www.nh.gov/banking/FingerprintCardRequest.pdf">http://www.nh.gov/banking/FingerprintCardRequest.pdf</a> or call (603) 271-8675) or click on the link below.</p> <p><a href="#">Fingerprint Request Form</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CONTRACTS.</b> Submit copies of any written agreements or contracts between the licensee and any branch office/branch manager.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceeding 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 New Hampshire Banking Department licensing staff by phone at 603-271-8675 or send your questions via e-mail to [Licensing@banking.state.nh.us](mailto:Licensing@banking.state.nh.us) for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR MORTGAGE LENDING ACTIVITIES UNTIL YOU HAVE RECEIVED A LICENSE THROUGH NMLS.