



## New Application Checklist Jurisdiction-Specific Requirements



### NEW HAMPSHIRE MORTGAGE BROKER BRANCH LICENSE

#### Instructions

1. Each location within or without the State of New Hampshire that is identified by any means to the public as a location at which a mortgage broker conducts New Hampshire business must be licensed as a branch office and requires the filing of Form MU3 through NMLS.
2. 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 have a current criminal background check and credit report filed with the NMLS as part of their loan originator application.
3. All branch managers associated with New Hampshire licensed branches must be licensed as loan originators.
4. Each branch office license and originator license is only in effect when the associated mortgage banker or mortgage broker is licensed in this state.
5. The total License fee is; \$520 including the NMLS processing fee.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. The regulator will review the filling and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
8. 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"/>	<b>CONTRACTS.</b> Submit copies of any written agreements or contracts between the applicant/licensee and any NH branch office/branch manager.
<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 or branch manager and provide a copy of any applicable orders or documentation. For branch managers, as part of their loan originator application this would include a narrative of the circumstances leading up to any bankruptcy, copies of the complete bankruptcy filing as well as a current credit report. For criminal actions, this should include a narrative of the circumstances, arrest records, court documents and final disposition of the matter(s).

**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.