



New Application Checklist Jurisdiction-Specific Requirements



NEW HAMPSHIRE MORTGAGE BROKER BRANCH LICENSE

Instructions

1. Each location within or without the State of New Hampshire where NH loans are originated or brokered must be licensed 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 Branch Manager will require the filing of Form MU2 through NMLS.
3. The total License fee is; \$520 including the NMLS processing fee.
4. All fees are collected through the NMLS and ARE NOT 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. 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>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Until the NMLS has procedures in place for collecting this information, for each branch manager, provide an executed original copy of the release form from the link below. Criminal Record 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>Criminal History Record Information Authorization Form</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>The Department of Safety charges a \$55.25 fee to cover costs for each record check All checks and money orders for the record checks must be attached to this checklist and made payable to “State of NH – Criminal Records.”</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>FINGERPRINT CARDS. Until 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 http://www.nh.gov/banking/FingerprintCardRequest.pdf or call (603) 271-8675) or click on the link below.</p> <p>Fingerprint Request Form</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>CONTRACTS. Submit copies of any written agreements or contracts between the applicant/licensee and any NH branch office/branch manager.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. 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 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 for additional assistance.

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

