



New Application Checklist Jurisdiction-Specific Requirements



NEW HAMPSHIRE MORTGAGE SERVICER BRANCH REGISTRATION

Instructions:

1. Each branch location desiring to conduct business under this registration authority must be separately registered and will require a filing of Form MU3 through the NMLS. A branch location is defined as a location within or without the State of New Hampshire of a person required to be registered under NH RSA 397-B that is identified by any means to the public as a location at which a mortgage servicing company conducts New Hampshire mortgage business. It is separate and distinct from the licensee's principal office.
2. A branch manager must be designated for each registered location. Branch manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office of a mortgage broker or mortgage lender or mortgage service.
3. Branch managers are *principals* of the *applicant* or *registrant* 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.
4. Each branch manager of a location required to be registered as a branch office under NH RSA 397-B shall be licensed as a mortgage loan originator.
5. Branch office registrations and originator licenses are only effective when the mortgage servicing company is registered in New Hampshire.
6. Total license costs: \$520.00 including the NMLS processing fee.
7. All fees are collected through the NMLS and are non-refundable.
8. 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.
9. 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:

New Hampshire Banking Department
53 Regional Drive
Concord NH 03301

For Overnight Delivery:

New Hampshire Banking Department
53 Regional Drive
Concord NH 03301

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CONTRACTS. 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"/>	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 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 licensing staff by phone at (603) 271-8675 or send your questions via e-mail to Licensing@banking.state.nh.us for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.