



New Application Checklist
Jurisdiction-Specific Requirements



OKLAHOMA MORTGAGE BROKER BRANCH LICENSE

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. A branch location is defined as an office of the licensee acting as a mortgage broker or mortgage banker that is separate and distinct from the licensee’s principal office.
2. A branch manager must be designated for each licensed location. Branch manager is defined as a licensed Mortgage Loan Originator (Qualifying 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.
3. Total license costs: \$680.00 including the NMLS processing fee.
4. All fees are collected through the NMLS and are non-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.

For U.S. Postal Service:

Oklahoma Department of Consumer Credit
Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

For Overnight Delivery:

Oklahoma Department of Consumer Credit
Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

ATTACHED	NOT APPLICABLE	ITEM
<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 Manager and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact *Oklahoma Department of Consumer Credit* licensing staff by phone at [\(405\) 521-3653](tel:4055213653) or send your questions via e-mail to okstate@okdccc.state.ok.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.