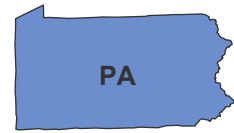




New Application Checklist
Jurisdiction-Specific Requirements



PENNSYLVANIA MORTGAGE LOAN CORRESPONDENT LICENSE (BRANCH)

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.
2. Any individual designated as a branch manager must be identified on a Form MU3 filing and have a Form MU2 submitted along with the Form MU3.
3. Branch Managers are required to authorize a credit report through NMLS. Branch Managers will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for the branch can be filed through NMLS.
4. Total License costs: \$1,520 including the NMLS processing fee for each MU3 (branch). A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days.
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
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:

*The Pennsylvania Department of Banking
Licensing Division
17 N 2nd Street
Ste 1300
Harrisburg, PA 17101-2290*

For Overnight Delivery:

*The Pennsylvania Department of Banking
Licensing Division
17 N 2nd Street
Ste 1300
Harrisburg, PA 17101-2290*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED/ COMPLETED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>PENNSYLVANIA CRIMINAL BACKGROUND HISTORY CHECK. Each branch manager must complete a Pennsylvania State Police (PSP) criminal background check by using the Pennsylvania Access to Criminal History (PATCH) website: https://epatch.state.pa.us, unless also applying for licensure as a mortgage originator. Click to download PA State Criminal Background History form.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>FBI FINGERPRINT CHECK. Each branch manager must complete a FBI Fingerprint check unless also applying for licensure as a mortgage originator:</p> <p>For each branch manager residing or working in close proximity to or in the</p>

		<p>Commonwealth of Pennsylvania:</p> <ul style="list-style-type: none"> • Use the Cogent live scan fingerprint system located at the following website: https://www.pa.cogentid.com • Be sure to click on the link for the PA Department of Banking • Follow instructions on the website to schedule an appointment to obtain your live scan fingerprints at the nearest print site location. • Results of background checks are not mailed to applicants. If there is a problem with the results of your background check you will be notified. • Contact the PA Department of Banking via e-mail at ra-asklicensing@pa.gov to obtain a BLUE-LINED Federal Bureau of Investigations (FBI) fingerprint card and a Certification Letter For Fingerprints Taken by Other Agencies form. • Visit the Cogent website at https://www.pa.cogentid.com for payment and fingerprint card submission instructions.
<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 company or any branch manager. <i>Include copies of the respective criminal or civil court documents, administrative orders and/or other related public documents.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>TAX CERTIFICATION. Provide a certified memorandum for each branch manger indicating all tax obligations to the Commonwealth of Pennsylvania have been paid or that a deferred payment plan with the Pennsylvania Department of Revenue has been made. Click to download tax waiver and certification form.</p>

WHO TO CONTACT – Contact the PA Department of Banking licensing staff by phone at (717) 787-3717 or send your questions via e-mail to ra-asklicensing@pa.gov 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.