



New Application Checklist

Jurisdiction-Specific Requirements



WISCONSIN MORTGAGE BANKER BRANCH LICENSE

Instructions:

1. Any mortgage banker newly licensed after December 31, 2009, must also license each branch office. 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, other than the principal office, located in Wisconsin or another state, where a mortgage banker or mortgage broker conducts business with Wisconsin residents.
2. Total license costs: \$370 including the NMLS processing fee.
3. All fees are collected through the NMLS and are non-refundable.
4. 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.
5. Jurisdiction-specific requirements as identified on the checklist below must be received with the checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Wisconsin Department of Financial Institutions
Division of Banking
PO Box 7876
Madison, WI 53707-7876

For Overnight Delivery:

Wisconsin Department of Financial Institutions
Division of Banking
345 W. Washington Ave. 4th Floor
Madison, WI 53703

NMLS Unique ID Number: _____

Applicant Legal Name: _____

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 Mortgage Banking licensing staff by phone at [608-261-7578](tel:608-261-7578) or send your questions via e-mail to DFIMortgageBanking@Wisconsin.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.