



## BRANCH (MU3) FORM FILING

To submit a license request for one of your branch locations through NMLS, follow the steps below. Note that the Branch (MU3) Form is intended to be completed for each branch location associated with your company. A branch (MU3) form must be submitted/ filed to each state regulator through NMLS for each branch location. An Individual (MU2) Form is required to be completed prior to submission of the Branch (MU3) Form. The state regulator will review your request, update the license status and set license items for additional information if applicable through NMLS. The [NMLS Policy Guidebook](#) is also available on the NMLS Resource Center if you have questions on how to complete any section in the branch form.

1. Begin by consulting the license descriptions and requirements in the [State Licensing](#) section of the NMLS Resource Center. Any questions related to the type of license you wish to apply for should be directed to the appropriate state agency, their contact information is located at the bottom of the license description document and each checklist. The checklist will provide information to help you understand your regulator's requirements for completing the MU3 Form in NMLS. The checklist also includes the requirements your regulator requires to be submitted outside NMLS in order to complete your application.
2. Log in to your company account.
3. From the Filing tab, click **Branch (MU3)** from the sub-menu.
4. Click **Create New Filing** and search for the branch you wish to create.


**NOTE:** If you do not already have a branch created, click the **Create Branch** button to create a new branch and proceed with the branch form.


5. Click **Add Activity** to identify the business activities conducted by your company.
6. Select the appropriate activities and click **Next**.

**NOTE:** If the activities are the same activities selected on the Company (MU1) form, click the **Copy** button to keep the most recent business activities and click **Next**.

7. Select the appropriate states in which you conduct the activities and click **Next**.
8. Associate the activities to the applicable states and click **Next**.
9. Confirm the selections made and click **Request License**.
10. Select the license(s)/registration(s) you need to apply for. Enter your existing license number if applicable or instructed to do so by your regulator; otherwise leave this box blank and click **Next**.
11. Confirm the license(s)/registration(s) selected and click **Continue with Filing**.
12. Each section on the navigation panel needs to be completed. You can select each section or click **Next** at the bottom of each page to take you to the next section.

13. An Individual (MU2) Form is automatically created as part of your MU3 filing for the Branch Manager identified. The individual will need to establish an individual account and attest to the MU2 form.
14. Once all sections have been completed on the left navigation panel, click the **Attest and Submit** button.
15. If all completeness checks pass, attest to and submit the filing. If there are sections listed that require action to be taken, select each section listed and complete the action required as appropriate.

**NOTE:** If attestation is required for an MU2 Form, be sure the MU2 Form section has a status of “*Attestation Required*” for each individual listed. If it is not in this status, but says “*Request Attestation*”, select the **Requested Attestation**  icon to request for the individual to attest. The individual will now need to log into their individual account and attest to their record.

If the attestation status is “*Attested*”, but the filing is requiring attestation for the individual, select the **Recall**  icon to recall the filing. You will then be able to request attestation and the individual will need to log into their individual account and attest to their record.

16. Once your filing is submitted, be sure to mail the appropriate jurisdiction-specific checklist as noted in step 1 and all items required with it. Be sure the checklist includes the company name and NMLS ID. Checklists should be mailed to the state within 5 business days of submitting the filing.

### **Next Steps**

You can check the status of your license request at any time by logging into your NMLS account. See the [License Status Definitions Quick Guide](#) for details on reviewing your license status.

The regulator will communicate with you through NMLS by placing a license item on your record if there are any missing requirements or documentation they require from you. You will receive an email notification from NMLS each time a license item is placed or the status is changed. You can also review your record in the **Composite View** tab in NMLS.

For additional assistance with system navigation, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123). 1-855-NMLS-123 (1-855-665-7123).