



TRANSITIONING AN EXISTING BRANCH LICENSE

To submit a transition 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. The state regulator will review your transition request, update the License Status, and may set License Items requesting additional information through NMLS

How to Prepare:

- Locate your Branch Transition Checklist on the NMLS Resource Center
 - Visit the [State Licensing Page](#)
 - Select your state from the map of the United States
 - Locate your branch license type - Any questions related to the type of license you wish to transition should be directed to the appropriate [state agency](#)
 - Select the **Transition to NMLS** link under Requirements Checklist

The Transition Checklist provides information to help you understand your regulator's requirements for completing the Branch (MU3) Form in NMLS. The checklist also includes the requirements your regulator requires to be submitted outside NMLS in order to complete your transition request.

- Quick guides that may prove helpful when completing Branch (MU3) Form:
 - [Individual \(MU2\) Form Filing](#)

Steps taken in NMLS:

1. Log in to your company account in NMLS.
2. Click the **Filing** tab.
3. Click the **Branch (MU3)** link from the sub-menu.
4. Click the **Create New Filing** button 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 (MU3) Form.

5. Click the **Add Activity** button to identify the business activities conducted by this particular branch location.
6. Select the appropriate activities and click **Next**.

NOTE: If the activities are the same as the activities selected on the Company (MU1) Form, click the **Copy** button and click **Next**.

7. Select the appropriate state(s) 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 the **Request License** button.

10. Select the checkbox next to your branch license type, enter your existing license number, and click **Next**.

<input type="checkbox"/> Delaware Delaware Licensing Requirements	Regulator	Existing License Number (for Transitions only)
<input type="checkbox"/> Broker Branch License	Delaware	<input type="text"/>
<input type="checkbox"/> Licensed Lender Branch	Delaware	<input type="text"/>

Figure 1: Request/Transition License(s)

NOTE: Leaving the Existing License Number field blank indicates you are applying for a new license; license application cost will apply.

11. Confirm the branch license type selected and click the **Continue with Filing** button.
12. The white links located on the left navigation panel represent each section of the Branch (MU3) Form. After clicking **Save**, you can select each section or click **Next** in the lower right corner of each page to navigate to the next section.

NOTE: Each section of the Branch (MU3) Form will have a **HELP** icon to view the policy, definitions, and how- to instructions unique to each page.

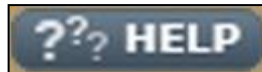



Figure 2: Help button

13. An Individual (MU2) Form is automatically created as part of your Branch (MU3) Form for the Branch Manager(s) identified. Each individual identified will need to establish an individual account and attest to the biographical information entered in the Individual (MU2) Form.

NOTE: NMLS allows one Branch Manager to be identified per Industry Type.

14. Click the **MU2 Forms** link from the left navigation panel.
15. Once all sections have been completed on the left navigation panel and the MU2 statuses display “Attested”, click the **Attest and Submit** link from the left navigation panel (see the table below for status definitions).
16. If all completeness checks pass, click the **Attest and Submit** button to 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.
17. Once your filing is submitted, be sure to review all items listed on the Transition Checklist as noted in the “How to Prepare” section above.

Individual (MU2) filing statuses:

Status	Action Required
Request Attestation	Click the Request Attestation  icon
Attestation Required	Individual listed under <i>Name</i> must log in to individual account and complete attestation
Attested	Click the Attest and Submit link to submit the Company (MU1) Form

Next Steps:

You can check the status of your branch transition request at any time by logging in to your NMLS account. See the [License Status Review & Definitions Quick Guide](#) for details on reviewing your License Status.

Your regulator may communicate with you through NMLS by placing a License Item (action item) on your record. NMLS account administrators will receive email notifications from NMLS each time your regulator places a License Item and/or updates the status of your license. You also have the ability to review your branch records under 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).