



CA-DFPI California Financing Law License Branch Transition Checklist

GENERAL INFORMATION

Branch Transition to NMLS

Companies holding a California Financing Law license not currently licensed in California through NMLS must submit a license transition request for each licensed location through NMLS by filing a Branch Form (MU3) by **December 31, 2021**.

Follow the NMLS guidance, [Transitioning an Existing Branch License](#), to transition your branch license onto NMLS. For guidance on completing the Branch (MU3) Form, reference the [Branch \(MU3\) Form filing](#). In addition to these resources, this checklist provides additional information on areas specific to your California Financing Law license.

Frequently Asked Questions

To find answers on questions specific to transitioning under the California Financing Law, visit the [CFL NMLS Transition FAQs](#).

Helpful Resources

The [NMLS Resource Center](#) provides the below guides as well as others to assist users with navigating NMLS.

- [NMLS Policy Guidebook](#)
- [Transitioning an Existing Company License Quick Guide](#)
- [Company \(MU1\) Form Filing Instructions](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Transitioning an Existing Branch License](#)
- [Branch \(MU3\) Form filing](#)
- [Payment Options Quick Guide](#)

Agency Contact Information

Contact the Department of Financial Protection and Innovation by phone at [\(866\) 275-2677](tel:8662752677) or send your questions via email to CFL.Inquiries@DFPI.ca.gov for additional assistance. For all documents required to be submitted directly to CA-DFPI, mail the documents to the following address.

For U.S. Postal Service and Overnight Delivery:

*Department of Financial Protection and Innovation
CFL Licensing Unit – NMLS Transition
320 West 4th Street, Suite 750
Los Angeles, CA 90013*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Legal Name	

LICENSE FEES - Fees collected through NMLS are **NOT REFUNDABLE OR TRANSFERABLE**.

Complete	CA-DFPI California Financing Law Branch License	Submitted via...
<input type="checkbox"/>	CA-DFPI Transition Fee: None NMLS Branch Initial Set-up Fee: \$20	NMLS (Filing submission)

TRANSITION CHECKLIST

Complete	CA-DFPI California Financing Law Branch License Transition to NMLS	Submitted via...
<input type="checkbox"/>	<p>Submit Branch Form (MU3): Complete and submit a Branch Form (MU3) in NMLS for each licensed location beyond your main licensed location. (Main licenses must transition through the submission of Company Form (MU1) in NMLS.) See the Transitioning an Existing Branch License guidance on NMLS for instructions on how to submit the branch license transition request.</p> <p>Questions? The CFL NMLS Transition FAQs provides answers to frequently asked questions.</p>	NMLS
<input type="checkbox"/>	<p>Submit an Individual Form (MU2) for the individual branch manager at each licensed location. If the branch manager has not yet submitted fingerprints or if you are reporting a new branch manager, follow the instructions in the Background Check Guidance for submitting an Individual Form (MU2) for a new branch manager and submitting a set of fingerprints and the required fees for state and federal criminal background checks.</p> <p>Questions? See the Background Check Guidance and the CFL NMLS Transition FAQs for more information on the requirements for reporting branch managers and submitting fingerprints.</p>	NMLS
<input type="checkbox"/>	<p>State and Federal Disclosures: Refer to the CFL NMLS Transition FAQs for state and federal disclosures that accompany each Company Form (MU1), Individual Form (MU2), and Branch Form (MU3) submitted to the CA-DFPI through NMLS.</p>	No submission required.