



## Branch New Application Checklist Agency Requirements



### CALIFORNIA FINANCE LENDERS LAW LICENSE

This document includes instructions for a branch new application request. If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

Note: The company must have a license or a pending license request prior to the submission of a branch application.

Total License costs: \$320 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE. Fingerprint processing fees must be paid directly to the Department of Business Oversight at the time the agency required documents are submitted.

#### **Use the checklist below to complete the requirements for a California Department of Business Oversight Finance Lenders Law license.**

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Branch Form](#) through NMLS

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **Attached** 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:

*Department of Business Oversight  
NMLS Licensing Unit  
320 W. Fourth Street, Suite 750  
Los Angeles, CA 90013*

For Overnight Delivery:

*Department of Business Oversight  
NMLS Licensing Unit  
320 W. Fourth Street, Suite 750  
Los Angeles, CA 90013*

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	CALIFORNIA FINANCE LENDERS LAW LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Branch Manager:</b> A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office. A branch cannot be left in charge of someone who is not familiar with the CFLL laws and regulations. Each branch manager must complete a NMLS Individual Form in connection with the filing of a branch application.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Branch Written Agreement:</b> Upload a copy of the agreement between the licensee and branch manager, in compliance with applicable state and federal law.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Fingerprint Cards.</b> For the branch manager filing a NMLS Individual Form, if applicable, submit:</p> <ul style="list-style-type: none"> <li>• A copy of the completed Request for Livescan for each individual. The Request for Livescan must contain the information completed by the Livescan Transmitting Agency. Livescan Form number BC 8018 <b>CFLL</b> must be used when applying under the California Finance Lenders Law. Please refer to the DBO website at <a href="http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/BC8018CFL L.pdf">http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/BC8018CFL L.pdf</a></li> <li>• If the individual resides and works outside the State of California, a fingerprint card and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement in lieu of the Request for Livescan noted above. The Request for Exemption can be found at <a href="http://www.ag.ca.gov/publications/bcii9004.pdf">http://www.ag.ca.gov/publications/bcii9004.pdf</a>. Fingerprint cards may be obtained from the Department of Business Oversight.</li> <li>• Payment of \$20.00 for processing of each Livescan or \$86.00 for processing of each fingerprint card.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Attestation.</b> The person attesting to the filing of the branch application must be an authorized individual of the applicant who has submitted a NMLS Individual Form. The branch manager is not authorized to attest to the filing of the branch application on behalf of the applicant.

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Please refer to the Department of Business Oversight website at [www.dbo.ca.gov](http://www.dbo.ca.gov) or contact Department of Business Oversight by phone at 866-275-2677 for additional assistance.

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