



Branch New Application Checklist Agency Requirements



CALIFORNIA RESIDENTIAL MORTGAGE LENDING ACT (BRANCH)

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.

The branch office license request must be submitted through NMLS to the Department of Business Oversight (formerly Department of Corporations) at least 10 days before you intend to engage in business at the location.

Total License costs: \$20.00 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for the Department of Business Oversight.

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 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 West 4th Street, Suite 750
Los Angeles, CA 90013

For Overnight Delivery:

Department of Business Oversight
NMLS Licensing Unit
320 West 4th Street, Suite 750
Los Angeles, CA 90013

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	CALIFORNIA RESIDENTIAL MORTGAGE LENDING ACT (BRANCH)
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Branch Manager: 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.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Trade Name: Fictitious business names should be listed under Other Trade Names on the NMLS Branch Form. If the applicant intends to conduct business at the branch office under a fictitious business name not already approved by the Commissioner provide a copy of the Fictitious Business Name Statement bearing the seal of the County Clerk for each fictitious business name to be used. Refer to Section 17000 of the Business and Professions Code for the requirements of filing this statement. In California a company is not authorized to use a fictitious business name if an assumed/forced name is issued by the California Secretary of State. The assumed/forced name should be entered in the Other Trade Name section of the NMLS Branch Form.

The Department of Business Oversight will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the Department of Business Oversight, 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 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.