



Branch New Application Checklist

Agency Requirements



CALIFORNIA DRE BRANCH OFFICE LICENSE ENDORSEMENT

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) 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 form (corporate location) must request a new application prior to the submission of a branch form.

In order to perform Mortgage Loan Originator (MLO) activities from a branch office, the applicant must have been issued either a real estate broker license or a real estate corporation license by DRE. In addition, licensed brokers or corporations which intend to perform MLO licensed activities from a branch office must first have a properly issued branch office license issued by DRE.

Fees- \$20 NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE. For further information regarding [fees](#), please visit the DRE website.

Unlike the underlying real estate license, a branch license endorsement which is issued prior to October 31st, of each year will be valid through December 31, and will need to be renewed annually thereafter, if desired. A branch license endorsement which is issued on or after November 1 will be valid through December 31 of the following year.

Use the checklist below to complete the requirements for the Department of Real Estate

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 Real Estate
Licensing Section – NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008*

For Overnight Delivery:

*Department of Real Estate
Licensing Section – NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815*

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

DRE License Number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	INSERT STATE LICENSE NAME
<input type="checkbox"/>	N/A	N/A	<p>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.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</p> <p>Regarding any criminal violation, include court of conviction, arresting agency, date of conviction, name of code violated, and code section(s) violated, disposition, and court case number. If you are unable to provide this information, provide all the requested information you can obtain, with an explanation for the missing information and an explanation of the circumstances surrounding the arrest or conviction. If the conviction status has been subsequently changed or reduced, indicate that fact and provide the date of the change.</p> <p><input type="checkbox"/> I have previously filed acceptable information to the Department of Real Estate in response to these questions, and NO NEW DISCLOSURE IS BEING MADE. I understand that DRE will review the responses on NMLS and compare these responses with existing DRE records.</p> <p>_____</p> <p>Printed Name Signature</p> <p>_____</p> <p>Date of Signature</p>

The regulator will review the filling 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 & Deficiency Quick Guide](#)) for instruction.

WHO TO CONTACT – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

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.