CT Check Cashing – General Facility License Amendment Checklist (Branch)

CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, the Connecticut Department of Banking requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select "Advance Change Notice" for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that does not require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples.

Helpful Resources

- Amendments & Advance Change Notice Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information

Contact Consumer Credit staff by phone at (860) 240-8225 or send your questions via email to dob.ccl@ct.gov for additional assistance.

Connecticut Department of Banking
Consumer Credit Division
260 Constitution Plaza
Hartford, CT 06103-1800

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

Complete	CT Check Cashing Branch License Change of Branch Address Amendment Items	Submitted via…
☐	**Change of Branch Address:** Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. **30 days'** notice must be provided for this change.	**NMLS**
☐	**Branch Written Agreement:** A Branch Written Agreement must be submitted related to this change type.	**Upload in NMLS:** under the Document Type Branch Written Agreement in the *Document Uploads* section of the Branch Form (MU3).
☐	**Change in Schedule:** Submit any proposed change in approved days and hours of operation. Cannot change days or hours of operation until approved.	**Email to CT Department of Banking**
Complete	**CT Check Cashing Branch License Addition or Modification of Other Trade Name Amendment Items**	**Submitted via…**
☐	**Addition or Modification of Other Trade Name:** Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. **30 days'** notice must be provided for this change.	**NMLS**
Complete	**CT Check Cashing Branch License Change of Branch Manager Amendment Items**	**Submitted via…**
☐	**Addition or Modification of Branch Manager:** Submit an amendment for an addition or change of the Branch Manager within the Branch Form (MU3) in NMLS. Must be filed on NMLS no later than **15 days** after the licensee had reason to know of the change.	**NMLS**
☐	**Credit Report:** Branch Managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	**NMLS**
☐	**Credit Report for MU2 Individual**: $15 per person.	**NMLS**
☐	**MU2 Individual FBI Criminal Background Check Requirements:** When added to the Branch Form (MU3), Branch Managers are required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more info. **Note:** If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.	**NMLS**
☐	**FBI Criminal Background Check for MU2 Individual**: $36.25 per person.	**NMLS**