



# HI Escrow Depository Branch License New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

Pursuant to Section 449-20, Hawaii Revised Statutes, no escrow depository may establish a branch office without first obtaining prior written approval from the commissioner. The application shall set forth the reasons for the branch office and other information that may be required by the Commissioner of Financial Institutions.

This license should only be applied for by a company that also holds or is applying for an Escrow Depository License.

### Activities Authorized Under This License

This license authorizes the following activities...

- Escrowing agents

### Pre-Requisites for License Applications

- None.

Hawaii Division of Financial Institutions (HI-DFI) issues paper licenses for this license type.

### Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.

- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

#### Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

#### Agency Contact Information

Contact Hawaii Division of Financial Institutions licensing staff by phone at (808) 586-2820 or send your questions via email to [dfi-nmls@dcca.hawaii.gov](mailto:dfi-nmls@dcca.hawaii.gov) or additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*Division of Financial Institutions  
335 Merchant Street, Rm 221  
Honolulu, Hawaii 96813*

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.

**LICENSE FEES** - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	<p><b>HI Application Fee:</b> \$100  <b>NMLS Initial Processing Fee:</b> \$0</p> <p><b>Note:</b> An invoice for the \$100 license issuance fee will be sent to the applicant through NMLS after: 1) the Commissioner has granted approval of the new branch office; and 2) written notice is received by the applicant that the new branch office has opened for business.</p>	<b>NMLS (Filing submission)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Other Trade Names:</b> If this branch is operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). HI-DFI does not limit the number of other trade names.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	<b>NMLS</b>
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.	<b>N/A</b>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Lease Agreement:</b> Provide the lease terms for the subject property. The lease terms should include, the term of the lease, the monthly lease rent, common area maintenance charges, and a description of the subject property, including the square footage.</p> <p>This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>	<b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <u>Document Uploads</u> section of the Branch Form (MU3).

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

**Complete**

**HI Escrow Depository Branch License**

**Submitted via...**

No items are required to be submitted outside of NMLS for this license/registration at this time.