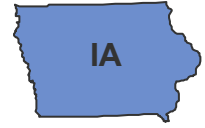




Branch New Application Checklist

Agency Requirements



IOWA DELAYED DEPOSIT SERVICES BUSINESS BRANCH LICENSE

This document includes instructions for a branch new application request. If you need to complete a new application for a company location, 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.

Total License costs: \$250 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for the Iowa Division of Banking.

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 or For Overnight Delivery Send to:

*Iowa Division of Banking
200 E. Grand Avenue, Suite 300
Des Moines, Iowa 50309*

NMLS Branch Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IOWA DELAYED DEPOSIT SERVICES BUSINESS BRANCH LICENSE
<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, 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"/>	N/A	<input type="checkbox"/>	Branch Written Agreement: 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"/>	ZONING. Are there any zoning restrictions that would prevent you from operating this business from this location?
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Surety Bond. Upload and mail an original Delayed Deposit bond in the amount of \$25,000 furnished by a surety company authorized to conduct business in Iowa. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Use the surety bond form found below. Surety Bond Form

Iowa 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 – Contact the Iowa Division of Banking Finance Bureau Licensing staff by phone at 515-281-4014 or send your questions via e-mail to fblicensing@idob.state.ia.us 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.