



Branch New Application Checklist Agency Requirements



IDAHO COLLECTION AGENCY REGISTRATION (BRANCH)

This document includes instructions for a branch new application registration. If you need to complete a new application for a company location, refer to the appropriate new company application checklist.

Note: The company (corporate location) must request a new application prior to the submission of a branch form.

Total Registration costs: \$20 for the NMLS processing fee. No fees payable to the state of Idaho. **Fees collected through the NMLS ARE NOT REFUNDABLE.**

Use the checklist below to complete the requirements for the Idaho Department of Finance.

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:

*Idaho Department of Finance
Consumer Finance Bureau
PO Box 83720
Boise, ID 83720-0031*

For Overnight Delivery:

*Idaho Department of Finance
Consumer Finance Bureau
800 Park Blvd Ste 200
Boise, ID 83712*

NMLS Branch Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO COLLECTION AGENCY REGISTRATION (BRANCH)
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>QUALIFYING INDIVIDUAL (QI/RPIC): A QI/RPIC is required to be appointed for all locations where the licensee conducts business with consumers. This individual may also be listed as the “Branch Manager” on the NMLS Branch Form, and his/her business address should match the branch address, or if not regularly located at the branch location, the address should be listed as shown in the “Main Address” section on the Company Form and all communications with debtors must begin with a written notice to each debtor setting forth a mailing address and a toll-free telephone where the QI/RPIC can be contacted during normal business hours. This individual must also complete a Form MU2.</p> <p><input type="checkbox"/> _____ QI/RPIC NAME AND NMLS ID NUMBER FOR THIS LOCATION</p> <p>THIS checklist must be upload in NMLS under the Document Type <u>Designation of Branch Qualified Employee</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE FOR QUALIFYING INDIVIDUAL(S)/RPICs: Provide a license specific verification of experience with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for or amending a license. Detailed job descriptions and duties with all employers need to be incorporated into a verification of experience to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> • Provide a verification of experience that includes <u>detailed job description/duties</u>. Description of job duties must provide detail as to functions performed and actual experience—not just a title. Three (3) years’ experience is required and must be documented for <u>each</u> of the business activities to be performed such as collections, credit repair, debt settlement, debt/credit counseling, etc. <p>This document should be named <i>Verification of Experience – Idaho Collection Agency</i>.</p> <p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS: Provide a short explanation for any “Yes” response in the appropriate section in NMLS. Upload a copy of any applicable orders or supporting documents and any detailed explanations. If the explanations refer to any actions taken or attempted, challenges made or any other type of reference, all documents verifying the claim must be uploaded.</p> <p>A separate upload is required for <u>each</u> event and <u>each</u> “yes” response.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO COLLECTION AGENCY REGISTRATION (BRANCH)
<input type="checkbox"/>	N/A	<input type="checkbox"/>	BRANCH WRITTEN AGREEMENT: Upload a copy of any agreement between the licensee and RPIC and licensee and branch manager, to include leases, subleases and any related documents.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	OTHER TRADE NAMES: If applicant will be operating under a name other than its legal name, such as a “dba” or “trade” name, it must be included on the Company Form MU1. Upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State to the Trade Name/Assumed Name Registration Certificates document upload category. Only trade names associated with this branch in this state should be identified on the Branch Application form.
N/A	<input type="checkbox"/>	N/A	NOTIFICATION OF AGENTS/COLLECTORS: If this branch location will involve the hiring of new agents/collectors or a change in work location address for existing agents/collectors, then an initial paper filing of new Notification of Agents/Collectors Form must be completed. Send the form and check (applicable for new agents only) to the Department outside NMLS. Subsequent quarterly and annual agent filings must be done through Access Idaho once the location registration is approved. Forms are available at www.finance.idaho.gov in the Collection Agency Forms Section.

Idaho 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 Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to collections@finance.idaho.gov 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.