



# IN Consumer Loan License New Application Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who Is Required to Have This License?

This license application is for an entity seeking to engage in consumer loan transactions under the Indiana Uniform Consumer Credit Code (IUCCC, Ind. Code § 24-4.5) generally, and more specifically under Ind. Code § 24-4.5-3. Entities that engage in taking assignment of consumer loans or undertaking direct collection of consumer loan payments may also be required to obtain a license. Please review Ind. Code § 24-4.5-3-502 for additional information regarding entities required to obtain this license. The following is a partial list of loan types not covered by this license.

- Small loans, also known as payday loans (Small Loan License, Ind. Code § 24-4.5-7).
- Mortgage loans (Mortgage Lending License, Ind. Code § 24-4.4 and -4.5).

Please note that entities engaging in consumer loan transactions as well as credit sales are only required to maintain a Consumer Loan License and are not required to separately file a Notice of Intent form for the non-lender registration. However, if an entity only engages in credit sales and does not engage in any consumer loan transaction activity, then the Notice of Intent form must be filed to obtain the non-lender registration instead of obtaining the Consumer Loan License.

**Before submitting a license application in NMLS, please review Ind. Code § 24-4.5 and consult with legal counsel to determine if a consumer loan license is required to engage in the entity's business activities.**

### Activities Authorized Under This License

The following is a non-exclusive, partial list of activities authorized by the Indiana Consumer Loan License. **Please review Ind. Code § 24-4.5-3 and consult with legal counsel to determine all business activities authorized by this license.** This license authorizes, **but is not limited to**, the following activities:

- Consumer loan lending.
- Consumer loan servicing.
- Private student loan lending.
- Private student loan servicing.
- Sales finance company activities-general. \*
- Sales Finance company activities-motor vehicles. \*

\*If in conjunction with other consumer loan activities, sales finance company activities are authorized under this license. If no other consumer loan activities are conducted in addition to these activities, then a Notice of Intent form for a non-lender registration must be filed instead of obtaining a Consumer Loan License.

### Pre-Requisites for License Applications

- Applicants must contact the Indiana Secretary of State to determine if a business registration is necessary.

Please note that the Indiana Department of Financial Institutions (IN-DFI) does not issue paper licenses for this license type.

### Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) 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

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

### Agency Contact Information

Contact [Indiana Department of Financial Institutions, Consumer Credit Division](#) licensing staff by phone at [\(317\) 453-2566](#) or send your questions via email to [dfilicensing@dfi.in.gov](mailto:dfilicensing@dfi.in.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:  
Indiana Department of Financial Institutions  
Consumer Credit Division  
30 South Meridian, Suite 300  
Indianapolis, IN 46204*

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	IN Consumer Loan License	Submitted via...
<input type="checkbox"/>	<b>IN-DFI Application Fee:</b> \$1,000 <b>NMLS Initial Processing Fee:</b> \$0	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>FBI Criminal Background Check for MU2 Individual:</b> \$36.25 per person.	<b>NMLS (Filing submission)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	IN Consumer Loan License	Submitted via...
<input type="checkbox"/>	<b>Submission of Company Form (MU1):</b> Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload an <b>unaudited (reviewed) or audited</b> financial statement prepared by a third-party United States Certified Public Accountant in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required.</p> <p>The financial statement must illustrate a company net worth of \$100,000 and liquid assets of \$50,000.</p> <p><b>Note:</b> Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the <a href="#">Financial Statements Quick Guide</a> for instructions.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Other Trade Name:</b> If 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 the Company Form (MU1). Indiana DFI does not limit the number of other trade names.</p> <p>If operating under an “Other Trade Name”, please ensure the trade name is registered as an Assumed Name with the Indiana Secretary of State.</p>	<b>NMLS</b> <b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

<input type="checkbox"/>	<p><b>Resident/Registered Agent:</b> The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) and must match the information currently on record with Indiana Secretary of State.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Primary Contact Employees:</b> The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> <li><b>Primary Company Contact.</b> The individual named as the Primary Company Contact must be an individual that can respond to all licensing and examination requests.</li> <li><b>Primary Consumer Complaint Contact.</b> The individual named as the Primary Consumer Complaint Contact must be an individual that reviews and responds to any complaints against the applicant received by the IN-DFI.</li> </ol>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Non-Primary Contact Employees:</b> Indiana DFI <b>requires</b> that an individual(s) be identified as a <b>Non-Primary Contact</b> for the following areas. These contacts must be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> <li>Exam Billing (The person listed for this contact should include the person that handles renewal billing.)</li> <li>Legal</li> </ol>	<p><b>NMLS</b></p>
<p>Note</p>	<p><b>Bank Account:</b> Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	<p><b>N/A</b></p>
<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<p><b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>Qualifying Individual(s):</b> The Indiana DFI <b>requires that all managers for Indiana locations and/or Indiana operations managers have two (2) years of financial related experience.</b> These individuals must be listed in the <i>Qualifying Individual</i> section of Company Form (MU1).</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Control Person (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).</p>	<p><b>NMLS</b></p>
<p>Note</p>	<p><b>Credit Report:</b> Individuals in a position of control are NOT required to authorize a credit report through NMLS.</p>	<p><b>N/A</b></p>

<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>All direct owners that own at least 10% or more of the entity are required to authorize a FBI CBC through NMLS.</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>All executive officers that complete an MU2 or are told an MU2 must be completed are required to authorize a FBI CBC through NMLS.</li> </ul> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>All indirect owners that own at least 10% or more of the entity are required to authorize a FBI CBC through NMLS.</li> </ul> <p><i>Qualifying Individuals</i></p> <ul style="list-style-type: none"> <li>All individuals that are designated as an Indiana qualifying individual are required to authorize a FBI CBC through NMLS.</li> </ul> <p>After authorizing a 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.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> 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.</p>	<p><b>NMLS</b></p>
<p><b>Note</b></p>	<p><b>Individual Out-of-Country Criminal Background Check Required Outside NMLS:</b> If the person is domiciled outside the United States or was domiciled for more than 12 consecutive months during the last 10 years outside of the United States, the person must obtain a background check equivalent to the United States FBI background check in the country where the person is or was domiciled.</p>	<p><b>Note:</b> See the <a href="#">Requirements/Documents Uploaded in NMLS or Requirements Completed Outside of NMLS</a> section for CBC requirements.</p>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	IN Consumer Loan License	Submitted via...
<input type="checkbox"/>	<p><b>Additional Requirements:</b> If applicable, upload the following lists:</p> <ul style="list-style-type: none"> <li>• A list of Indiana locations that will engage in consumer loan license business activities.</li> <li>• A list of other states where the applicant is operating as a lender.</li> </ul> <p>This document should be named <i>IN-[Name of Document]</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Additional Requirement(s)</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Business Plan:</b> Upload a business plan outlining the following information:</p> <ul style="list-style-type: none"> <li>• Marketing strategies</li> <li>• Products-Please include at minimum the information below about the loan products that will be offered. <ul style="list-style-type: none"> <li>○ The method loans will be originated and funded.</li> <li>○ The security interest(s) that will be utilized on loan products.</li> <li>○ The range of interest rates and loan amounts that will be offered.</li> </ul> </li> <li>• Target markets</li> <li>• Fee schedule</li> <li>• Operating structure the applicant intends to employ.</li> <li>• Information on the retention of loans and/or servicing rights.</li> <li>• Names of third-party servicers the applicant uses or intends to employ.</li> </ul> <p>This document should be named <i>[Company Legal Name] Business Plan</i>.</p> <p><b>Note:</b> If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Certificate of Authority/Good Standing Certificate:</b> Upload a State-issued and approved document (typically by the Indiana Secretary of State’s office), dated not more than 60 days prior to the filing of the application through NMLS that demonstrates authorization to do business in Indiana.</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

<input type="checkbox"/>	<p><b>Document Samples:</b> Upload copies of the following sample documents used in the regular course of business in connection with this license:</p> <ul style="list-style-type: none"><li>• Sample loan application.</li><li>• Sample completed note and disclosures for each loan type the applicant will offer.</li><li>• Sample loan documents or retail installment contracts purchased from Indiana businesses, if applicable.</li></ul> <p>This document should be named <i>[Name of Document Sample]</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
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<input type="checkbox"/>	<p><b>Formation Documents:</b> Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p><b>Sole Proprietor</b></p> <ul style="list-style-type: none"> <li>• Copy of registration with the Indiana Department of Revenue.</li> </ul> <p><b>Unincorporated Association:</b></p> <ul style="list-style-type: none"> <li>• By-Laws or constitution (including all amendments).</li> </ul> <p><b>General Partnership:</b></p> <ul style="list-style-type: none"> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Liability Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Liability Limited Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Company (“LLC”):</b></p> <ul style="list-style-type: none"> <li>• Articles of Organization (including all amendments);</li> <li>• Operating Agreement (including all amendments);</li> <li>• IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and</li> <li>• LLC resolution if authority not in operating agreement.</li> </ul> <p><b>Corporation:</b></p> <ul style="list-style-type: none"> <li>• Articles of Incorporation (including all amendments);</li> <li>• By-laws (including all amendments), if applicable;</li> <li>• Shareholder Agreement (including all amendments), if applicable;</li> <li>• IRS Form 2553 if S-corp treatment elected; and</li> <li>• Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.</li> </ul> <p><b>Not for Profit Corporation</b></p> <ul style="list-style-type: none"> <li>• Documents requested of a Corporation; and</li> <li>• Proof of nonprofit status <ul style="list-style-type: none"> <li>○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or</li> <li>○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or</li> <li>○ entity’s certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or</li> <li>○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</li> </ul> </li> </ul> <p><b>Trust (Statutory)</b></p> <ul style="list-style-type: none"> <li>• Certificate of Trust; and</li> <li>• Governing instrument (all amendments).</li> </ul>	<p><b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>This document should be named <i>Formation Documentation [Date of Creation (MM-DD-YYYY)]</i>.</p>
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<input type="checkbox"/>	<p><b>Management Chart:</b> Submit a Management chart displaying the applicant’s directors, officers, and managers (individual name and title). Must also identify compliance reporting and internal audit structure.</p> <p>This document should be named <i>[Company Legal Name] Management Chart</i>.</p> <p><b>Note:</b> If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Organizational Chart/Description:</b> Submit a chart showing (or a description which includes) the percentage of ownership of:</p> <ul style="list-style-type: none"> <li>• Direct Owners (total direct ownership percentage must equate to 100%)</li> <li>• Indirect Owners</li> <li>• Subsidiaries and Affiliates of the applicant/licensee</li> </ul> <p>This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p> <p><b>Note:</b> If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

**INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS**

<input type="checkbox"/>	<p><b>Legal Name/Status Documentation:</b> Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.</p> <p>This document should be named <i>[Document Name]</i> (Ex. Driver’s License, Marriage Certificate, etc.).</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
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NMLS ID Number	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	IN Consumer Loan License	Submitted via...
<input type="checkbox"/>	<p><b>Individual Out-of-Country Criminal Background Check Required Outside NMLS:</b> If the person is currently domiciled outside the United States or was domiciled for more than 12 consecutive months during the last 10 years outside of the United States, the person must obtain a background check equivalent to the United States FBI background check in the country where the person is or was domiciled.</p>	<p><b>Email to Indiana DFI:</b> dfilicensing@dfi.in.gov</p>