



Description



INDIANA-SOS LOAN BROKER BRANCH LICENSE

Who is required to be licensed?

Any loan broker operating a branch office in Indiana must license the branch office. A branch office means a loan broker office other than the loan broker's principal place of business. See [Ind. Code § 23-2.5-1-6](#). A loan broker office is a fixed physical location:

- (1) At which a persons holds itself out as engaging in the activities of a loan broker;
- (2) The address of which appears on business cards, on stationery, or in advertising in connection with the activities of a loan broker;
- (3) At which the person's name, advertising, promotional materials, or signage suggests that residential mortgage loans are originated, negotiated, funded, or serviced; or
- (4) Where the person otherwise engages in conduct that suggests to the public that the activities of a loan broker may occur at the location.

See [Ind. Code § 23-2.5-1-6](#).

Who does not need this license?

Loan broker branch locations that:

- Are not located in Indiana;
- Do not conduct business in Indiana; or
- Do not conduct business with Indiana residents or with Indiana mortgages.

Pre-requisites for license applications?

- Must have a licensed Principal Manager for each branch location. A Principal Manager may supervise up to five (5) loan broker offices, which includes all branch offices and principal places of business.
- Must designate a branch manager that is unique to the branch office who is responsible for supervising the activities of the branch office.

WHO TO CONTACT – Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at 317-232-6681 or send your questions via e-mail to arsmock@sos.in.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.