



## Branch New Application Checklist Agency Requirements



### KENTUCKY LOAN BROKER BRANCH LICENSE

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual; 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: \$420.00 including the NMLS processing fee. Fees collected through NMLS ARE NOT REFUNDABLE.

**Use the checklist below to complete the requirements for [Kentucky Department of Financial Institutions](#).**

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

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/For Overnight Delivery:  
Kentucky Department of Financial Institutions  
1025 Capital Center Drive, Suite 200  
Frankfort, KY 40601*

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	KENTUCKY MORTGAGE BROKER BRANCH LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Branch Manager:</b> 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 of, and who is responsible for the business operations of a branch office.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Credit Report:</b> Branch Managers are required to authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request can be filed through NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
N/A	<input type="checkbox"/>	N/A	<b>Branch Authorization Form:</b> Mail Kentucky <a href="#">Branch Authorization form</a> directly to KY DFI.
N/A	<input type="checkbox"/>	N/A	<b>Lease or Deed:</b> Mail copy of the lease or deed for the branch location directly to KY DFI.

The regulator 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 [Kentucky Department of Financial Institutions](#) licensing staff by phone at (800) 223-2579 or send your questions via e-mail to [Fitzgerald.Pam@ky.gov](mailto:Fitzgerald.Pam@ky.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.