



Kansas Supervised Loan License Transition Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)

GENERAL INFORMATION

Transition to NMLS

Companies holding branch licenses with its Kansas Supervised Loan (SL) license are required to submit a license transition request through the Nationwide Multistate Licensing System (NMLS) by filing a Branch Form (MU3) before **October 1, 2020**. The SL branch license will be available to submit the transition request starting **June 9, 2020**. The transition to NMLS for this license is required.

Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) through the SL main location.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in Kansas, and complete a few state-specific fields.

It is important that you have the appropriate transition number available when submitting the transition request via the Branch Form (MU3). **Licensees should use their current Kansas Supervised Loan License Number “SL.XXXXXXX” as your “Transition Number” upon filing. You must include any and all punctuation, capitalization, etc.**

Helpful Resources

- [Transitioning an Existing Branch License Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [License Status Definitions Quick Guide](#)
- [Branch Form \(MU3\) Filing Quick Guide](#)

Agency Contact Information

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.

Contact Kansas Office of the State Bank Commissioner supervised loan licensing staff at (785)296-6969 or send your questions via email to Licensing@osbckansas.org for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Kansas Office of the State Bank Commissioner
Consumer and Mortgage Lending Division
700 SW Jackson St., Suite 300
Topeka, KS 66603*

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	KS Supervised Loan Branch License	Submitted via...
<input type="checkbox"/>	KS License/Registration Transition Fee: \$0 NMLS Transition Processing Fee: \$0	N/A

REQUIREMENTS COMPLETED IN NMLS

Complete	KS Supervised Loan License	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the Transitioning an Existing Branch License Quick Guide for instructions on how to submit the transition request.</p> <p>Licensees should use their current Kansas Supervised Loan License Number "SL.XXXXXXX" as your "Transition Number" upon filing. You must include any and all punctuation, capitalization, etc.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>Branch Manager: A branch manager must be designated for each licensed location. Branch manager is defined as an individual employed or contracted with the company who is in charge of, and who is responsible for, the business operations of a branch office.</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: 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.</p>	NMLS