



## New Company Application Checklist

### Jurisdiction-Specific Requirements



## LOUISIANA LICENSED LENDER MAIN OFFICE (IN-STATE AND OUT-OF-STATE WITH LENDING ACTIVITY)

Select the correct license type for Louisiana depending on if your company's main office originates and/or purchases consumer loans from the main office location or not. If your company is an Insurance Premium Finance company you must select the Insurance Premium Finance license type.

**In-state and Out-Of-State Main Office With Lending Activity:** Companies whose main office is located in-state OR out-of-state who originates and/or purchases Louisiana consumer loans only from that location are not required to submit an additional branch application for that main office location.

1. The total Louisiana Licensed Lender application fee is \$650, payable through the NMLS at time of submission of the company filing. \$36.26 will be added per FBI Criminal Background Check authorization.
2. Each executive officer, control person, managing member, general partner, and 10% or greater direct owner must submit information on the NMLS and be disclosed on the company application under *Direct Owners and Officers*. Each individual who has a 25% or greater interest as an indirect owner must submit information on the NMLS and be disclosed on the company application under *Indirect Owners*.
3. For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through the NMLS.
4. Each consumer lender branch location in Louisiana, other than the main office from which the licensee will engage in consumer credit transactions or otherwise desiring to conduct business under this license authority must be separately authorized and will require the filing of a branch application through the NMLS. Refer to the Branch Registration section for specific requirements.
5. Each applicant must register with the Louisiana Secretary of the State the legal name and all trade names used in consumer credit activity in Louisiana. Each applicant must be in good standing with the Louisiana Secretary of State.
6. The registered agent entered on the company application must be the same person recorded with the Louisiana Secretary of State.
7. All fees collected through the NMLS ARE NOT REFUNDABLE.
8. The regulator will review the company's filing and all required documents. All communication with you will be via e-mail through the NMLS.

**NOTE: It is extremely important that all e-mail addresses are current. Notifications of status changes and requests for information will be sent to you from the NMLS. You are responsible for checking the status of your company on the NMLS and reading all e-mails generated by the NMLS and/or OFI.**

9. 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.
10. For help with document uploads, see the [Quick Guide for document upload in NMLS](#)
11. Jurisdiction-specific requirements as identified on the checklist as “attached” must be received at OFI with this checklist within 5 business days of the electronic submission of your application through the NMLS:

**Louisiana Office of Financial Institutions  
Non-depository Division  
8660 United Plaza Blvd, 2nd Floor  
Baton Rouge, LA 70809**

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to [ofilicensing@ofi.la.gov](mailto:ofilicensing@ofi.la.gov).

NMLS Unique ID Number: \_\_\_\_\_

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

ATTACHED	FILED IN NMLS	ITEM
N/A	<input type="checkbox"/>	<b>PROMISSORY NOTES.</b> Upload copies of your company’s promissory notes, including attachments such as prepayment penalty provisions, for each type of loan you make.
N/A	<input type="checkbox"/>	<b>BANK LETTER.</b> Upload a copy of a letter from your company’s bank stating that the company has unencumbered cash or unfunded line of credit in the amount of \$25,000.
<input type="checkbox"/>	N/A	<b>SURVEY FORM.</b> The Louisiana Consumer Credit Law states that the commissioner may cause a survey to be made to determine if the proposed location meets the requirements imposed for a new licensed location; therefore, the attached Contact for Site Survey information form must be completed. <a href="#">Click to download form</a>
N/A	<input type="checkbox"/>	<b>SECRETARY OF STATE DOCUMENTATION.</b> Upload a copy of: <ul style="list-style-type: none"> <li>The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>The Partnership Agreement (if a partnership of any form)</li> </ul>
N/A	<input type="checkbox"/>	<b>ORGANIZATIONAL CHART.</b> Upload a copy of your company’s organization chart if the applicant is a subsidiary of another company.

ATTACHED	FILED IN NMLS	ITEM
N/A	<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>• Direct owners with 10% or more in ownership are required to authorize a FBI CBC through the NMLS.</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>• All executive officers are required to authorize a FBI CBC through the NMLS.</li> </ul> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>• Indirect owners with 25% or more ownership are required to authorize a FBI CBC through the 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="#">Quick Guides - Company 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>
N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>

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.

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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

YOU ARE NOT AUTHORIZED TO ENGAGE IN CONSUMER CREDIT TRANSACTIONS IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.