



## Company New Application Checklist Agency Requirements



### LOUISIANA PAWNBROKER LICENSE (WITH MAIN OFFICE LOCATED OUTSIDE LOUISIANA)

**IMPORTANT NOTE:** When submitting a company application through the NMLS, it is very important that companies first choose the correct license type. Listed below is the license type for a pawnbroker with a main office that is not located in Louisiana.

- **Out-Of-State Office with No Pawnbroker Activity:** Companies whose main office is located outside of Louisiana must submit a company application through the NMLS and submit a Louisiana branch location application through the NMLS for each location in Louisiana from which pawn brokering activity is conducted. If the main office or headquarters is not located in Louisiana you should contact the Office of Financial Institutions at the contact information below for instructions.

The initial license/application fee for a Pawnbroker not located in Louisiana is \$0. \$36.26 will be added per FBI Criminal Background Check authorization. All fees collected through the NMLS ARE NOT REFUNDABLE.

Each branch location, other than the main office, wherever located, from which the licensee will engage in pawnbroker activity or otherwise desiring to conduct business under this license authority must be separately authorized and will require a filing of a branch application through the NMLS. The licensing fee for the first branch located in Louisiana of an out of state pawnbroker will be \$770 including the \$20 NMLS fee. \$250 must be sent directly to OFI with the state specific documents and \$520 will be paid through the NMLS. Subsequent locations will be \$520. Refer to the Branch registration section for specific requirements.

Each executive officer, control person, managing member, general partner, manager and 10% or greater direct owner must submit information on the NMLS and be disclosed on the company's 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's application under *Indirect Owners*.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through the NMLS.

The registered agent entered on the company application must be the same person recorded with the Louisiana Secretary of State.

The regulator will review the company's filing and all required documents. All communication with you will be via e-mail or other notifications through the NMLS.

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.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

**Louisiana Office of Financial Institutions  
Non-depository Division  
8660 United Plaza Blvd, 2<sup>nd</sup> Floor  
Baton Rouge, LA 70809  
Phone: (225) 925-4660 Fax: (225) 922-2860**

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

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

FILED IN NMLS	ATTACHED	<b>LOUISIANA PAWNBROKER LICENSE (WITH MAIN OFFICE LOCATED OUTSIDE LOUISIANA)</b>
<p>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.</p>		
<input type="checkbox"/>	N/A	<p><b>Other Trade Name:</b> DBA's should be listed under Other Trade Names on the NMLS Company Form. OFI does not limit the number of dba's.</p>
<input type="checkbox"/>	N/A	<p><b>SURETY BOND OR DEPOSIT REQUIREMENT –</b> Upload a financial statement in the name of the company and signed by the owner onto the NMLS, which reflects net assets of at least fifty thousand dollars that are used or readily available for use in the business <b>OR</b> obtain and file with the commissioner a surety bond issued by a company licensed to do business in Louisiana in the amount of fifty thousand dollars. <a href="#">Click to download form.</a></p> <p>Or;</p> <p>Submit an Electronic Surety Bond (ESB) via NMLS in the amount described above furnished and submitted by a surety company authorized to conduct business in Louisiana.</p> <p>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p>
<input type="checkbox"/>	N/A	<p><b>COMPANY FORMATION DOCUMENT.</b> Upload a copy of:</p> <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>
<input type="checkbox"/>	N/A	<p><b>ORGANIZATIONAL CHART.</b> Upload a copy of your organizational chart if the applicant is a subsidiary of another company.</p>
<input type="checkbox"/>	N/A	<p><b>DISCLOSURE QUESTIONS:</b> Upload the explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>

FILED IN NMLS	ATTACHED	LOUISIANA PAWNBROKER LICENSE (WITH MAIN OFFICE LOCATED OUTSIDE LOUISIANA)
<input type="checkbox"/>	N/A	<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>

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** – 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). Applications are assigned to Licensing Specialists in alphabetical order. Companies **A through D** should direct any questions to Jaye Lynn Miceli at 225-922-0862 or via email at [jmiceli@ofi.la.gov](mailto:jmiceli@ofi.la.gov). Companies **E through O** should direct any questions to Carmen Tanner at 225-925-4662 via email at [ctanner@ofi.la.gov](mailto:ctanner@ofi.la.gov). Companies **P through Z** should direct any questions to Melissa “Missy” Johnson at 225-925-4667 or via email at [mjohnson@ofi.la.gov](mailto:mjohnson@ofi.la.gov).

**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 PAWNBROKER ACTIVITIES IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.**

**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 through 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.**