



Branch Application Checklist

Jurisdiction-Specific Requirements



LOUISIANA PAWNBROKER BRANCH LICENSE

This document includes instructions for a new branch 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 (corporate location) must request a new company application prior to the submission of a branch application.

The Louisiana Pawnbroker branch application fee is \$500, payable through the NMLS at time of submission of the initial company filing or when adding a location to an existing license. \$36.26 will be added per FBI Criminal Background Check authorization for each branch manager. Fees collected through the NMLS ARE NOT REFUNDABLE.

Each branch location located in Louisiana, other than the main office, wherever located, from which the licensee will engage in pawnbroker activity under this license authority must be separately authorized and will require the filing of a branch application through the NMLS.

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

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

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 Boulevard, 2nd Fl.
Baton Rouge, LA 70809
Phone: (225) 925-4660 or Fax: (225) 922-2860**

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.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	LOUISIANA PAWNBROKER BRANCH LICENSE
<input type="checkbox"/>	N/A	OCCUPATIONAL LICENSE. Upload a copy of the Occupational License for this location.
N/A	<input type="checkbox"/>	GAMING ESTABLISHMENT STATEMENT. Provide an original, signed, and completed Gaming Establishment Statement. Click to download form
<input type="checkbox"/>	N/A	MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Branch Form (MU3) are required to authorize a FBI criminal background check (CBC) through NMLS. Branch Managers <ul style="list-style-type: none">All branch managers are required to authorize a FBI CBC through the NMLS. After the authorization of the FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted. See the Quick Guides - Company section of the NMLS Resource Center for more information. Note: 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.

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. 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. Companies E through O should direct any questions to Carmen Tanner at 225-925-4662 via email at 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.

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.