



LA Check Casher Branch License New Application Checklist (Branch)

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GENERAL INFORMATION

Who is required to have this license?

LSA-R.S. 6:1003 states, "Beginning January 1, 2000, a person engaging in currency exchange shall obtain a license from the commissioner. A person may engage in such business at more than one location with one license. The commissioner shall issue a certificate for each currency exchange location in addition to the license."

The "Louisiana Check-Cashing Law" provides for the licensing and regulation of businesses engaged in currency exchange as defined in the Law. Pursuant to LSA-R.S. 6:1002(1), "Check-casher" means an individual, partnership, unincorporated association, or corporation that for compensation engages in whole or in part in the business of cashing checks, drafts, money orders, or any other commercial paper serving the same purpose. "Check-casher" does not mean:

- 1) An entity that charges no fee to the presenter or payor for the cashing of a check, draft, money order, or traveler's check, or
- 2) An entity that cashes a check, draft, money order, traveler's check, or other commercial paper if the fee charged does not exceed \$2.00 and the currency exchange is incidental to the entity's primary business.

This license should only be applied for by a branch of a company that also holds or is applying for Louisiana Office of Financial Institutions (LA) Check Casher License.

Activities Authorized Under This License

This license authorizes the following activities...

- Check cashing

Louisiana Office of Financial Institutions issues paper licenses for this license type.

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents, be sure to indicate the applicable state.

Helpful Resources

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

Agency Contact Information

Contact *Louisiana Office of Financial Institutions, Non-depository Division* licensing staff by phone at [\(225\) 925-4660](tel:(225)925-4660) or send your questions via email to nmls@ofi.louisiana.gov for additional assistance.

For U.S. Postal Service:

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

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
P.O. Box 94095
Baton Rouge, LA 70804-9095*

This checklist is for your records. It is not necessary to submit the checklist to the Office of Financial Institutions.

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	LA Check Casher Branch License	Submitted via...
<input type="checkbox"/>	LA Application Fee: \$50 NMLS Initial Processing Fee: \$0	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	LA Check Casher Branch License	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Names: If this branch is operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Louisiana Office of Financial Institutions does not limit the number of other trade names. If operating under an “Other Trade Name”, upload Louisiana Secretary of State certificate regarding the ability to do business under that trade name. This document should be named <i>Louisiana Branch Trade Name – Assumed Name</i> .	NMLS Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A 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.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
Note	Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete

LA Check Casher Branch License

Submitted via...

No branch documents are required to be uploaded into NMLS for this license/registration at this time.

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

NMLS ID Number (Company)	
NMLS ID Number (Branch)	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	LA Check Casher Branch License	Submitted via...
<input type="checkbox"/>	Official Gaming Statement: Complete the Official Gaming Statement for each location and upload onto the NMLS.	Email to nmls@ofi.louisiana.gov or Mail to OFI