



# MA Mortgage Broker License New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

Each office location of a licensed mortgage broker, other than the main office identified on the Mortgage Broker License, whether or not located in Massachusetts, which conducts business involving Massachusetts residential property.

This license should only be applied for by a company that also holds, or is applying for, Mortgage Broker License (Company).

**Note:** Licensees that hold both a mortgage lender and mortgage broker license must hold a mortgage lender branch and mortgage broker branch license for each branch.

See [M.G.L. c. 255E, section 5](#) and [209 CMR 42.00](#) for more information.

Massachusetts Division of Banks does not issue 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 (e.g., Surety Bonds), 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 *Division of Banks* licensing staff by phone at *(617) 956-1500 ext. 61480* or send your questions via email to [nmls@mass.gov](mailto:nmls@mass.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*Massachusetts Division of Banks  
Attn: Mortgage Lender/Mortgage Broker Licensing Unit  
1000 Washington Street  
10th floor  
Boston, MA 02118-2218*

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	MA Mortgage Broker License (Branch)	Submitted via...
<input type="checkbox"/>	<b>MA License/Registration Fee:</b> \$50 <b>NMLS Initial Processing Fee:</b> \$20	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>Credit Report for Branch Manager:</b> \$15 per branch manager person	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>FBI Criminal Background Check for Branch Manager:</b> \$36.25 per branch manager person	<b>NMLS (Filing submission)</b>

REQUIREMENTS COMPLETED IN NMLS		
Complete	MA Mortgage Broker License (Branch)	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
Note	<b>Other Trade Names:</b> Other Trade Names (OTNs) are managed at the company license level. Once the OTN is approved at the company level, it can be used across any or all licensed branches.	N/A
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location.	NMLS
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> If the branch manager is not licensed as a mortgage loan originator, the branch manager must complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it can be submitted along with the Branch Form (MU3).	NMLS
<input type="checkbox"/>	<b>Credit Report:</b> Branch Managers required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2/MU4) is submitted as part of the Branch Form (MU3).	NMLS
<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> Branch Managers on the Branch Form (MU3) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p>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.</p> <p>See the <a href="#">Criminal Background Check 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>	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	MA Mortgage Broker License	Submitted via...
No items are required to be uploaded into NMLS for this license/registration at this time.		

Branch NMLS ID Number	
Applicant Legal Name	
Company NMLS ID Number	
Contact Name	
Phone #	
Proposed Branch Manager	
Branch Manager NMLS ID Number	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	MA Mortgage Broker License (Branch)	Submitted via...
<input type="checkbox"/>	<p><b>Mortgage Broker License – New Application Checklist (Branch):</b> Email the completed branch application checklist to the agency along with any applicable addenda as an email attachment.</p> <p>Email Subject Line: <i>Company Legal Name (NMLS MU3 ID#): MB Branch – New Application</i></p>	<p><b>Email to MA Division of Banks:</b> nmls@mass.gov</p>
<input type="checkbox"/>	<p><b>Evidence of Experience:</b> Provide third party evidence that the new branch manager has three years of full-time experience, or the equivalent in part-time experience, working for a licensed mortgage broker, mortgage lender, or financial institution exempt from licensing under G.L. c. 255E. See <a href="#">Regulatory Bulletin 5.1-102 Experience Requirements for Mortgage Lender and Mortgage Broker Licensing</a>.</p>	<p><b>Email to MA Division of Banks:</b> nmls@mass.gov</p>