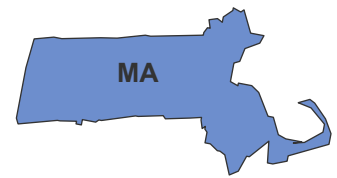




## Branch New Application Checklist

### Jurisdiction-Specific Requirements



## MASSACHUSETTS SMALL LOAN BRANCH LICENSE

This document includes instructions for a branch new application request. If you need to complete a new application for a company, please refer to the appropriate new application checklists.

Note: The Company Form (corporate location) must request a new application prior to the submission of any Branch Form.

Total License costs: \$1,400 which includes a one-time \$300 Investigation Fee, the \$1,000 license fee and \$100 lead paint surcharge in accordance with Chapter 482, section 22 of the Acts of 1993. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for each required control person. \$36.26 will be added per FBI Criminal Background Check authorization. All fees collected through the NMLS ARE NOT REFUNDABLE.

### Use the checklist below to complete the requirements for the Massachusetts Division of Banks.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

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

Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency specific documents required outside of NMLS on the checklist below must be received within five (5) business days of the electronic submission of the application through NMLS to:

Primary Method: Email – [nmls@mass.gov](mailto:nmls@mass.gov)

Massachusetts Division of Banks  
Attn: Licensing Unit  
1000 Washington Street  
10<sup>th</sup> Floor  
Boston, MA 02118

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MASSACHUSETTS SMALL LOAN BRANCH LICENSE
N/A	<input type="checkbox"/> <b>Email to:</b> nmls@mass.gov	N/A	<b>SMALL LOAN COMPANY – BRANCH NEW APPLICATION CHECKLIST:</b> Email the completed branch application checklist to the agency along with any applicable addenda as an email attachment.  Email Subject Line: <i>Company Legal Name (NMLS MU3 ID#): SL Branch - New Application</i>
<input type="checkbox"/>	N/A		<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. 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.
<input type="checkbox"/>	N/A		<b>Credit Report:</b> Branch Managers are required to authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request can be filed through NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide a complete and detailed explanation for any “Yes” response to Disclosure Questions. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	<b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Branch Form (MU3) are required to authorize a FBI criminal background check (CBC) through NMLS.  <i>Branch Managers</i> <ul style="list-style-type: none"> <li>Branch Manager is defined as an individual whose principle office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</li> </ul> After the authorization of the FBI criminal background check through the submission of the Branch Form (MU3) and Individual Form (MU2), you must schedule an appointment to be fingerprinted.  See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.  <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.

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** – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 61479 or send your questions via e-mail to [nmls@mass.gov](mailto:nmls@mass.gov) for additional assistance.

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