



New Application Checklist Jurisdiction-Specific Requirements



MISSISSIPPI MORTGAGE BRANCH LICENSE

Instructions

1. **Total license costs: \$321** including the NMLS processing fee. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
2. Each branch location, wherever located, desiring to conduct business concerning Mississippi residential property, must be separately authorized and will require a filing of Form MU3 through the NMLS.
3. Each branch location is required per statute to have a Loan Originator registered at that branch; therefore, for each MU3 form filed, **a corresponding MU4 form must be filed also.** After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
4. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
5. Jurisdiction-specific requirements as identified on the checklist below must be completed within 5 business days of the electronic submission of your application through the NMLS at the following:

*Mississippi Department Of Banking And Consumer Finance
Mortgage Division
POST OFFICE BOX 12129
JACKSON, MISSISSIPPI 39236-2129*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

UPLOADED TO NMLS	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND: <ul style="list-style-type: none">○ If you HAVE converted to the Electronic Surety Bond, no further action is required for your bond.○ If you have NOT converted to the Electronic Surety Bond, you must convert the existing company surety bond to NMLS via the submission of an ESB. See the MS ESB Conversion Plan for more information.
<input type="checkbox"/>	<input type="checkbox"/>	ZONING. Upload under Bond Information proof of commercial zoning of company's location only if the branch location on the MU3 form is inside the state of Mississippi.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the Branch or Branch Manager and provide a copy of any applicable orders or documents.

WHO TO CONTACT – For licensing questions, please contact the Mortgage Division via e-mail to mortgage@dbcf.ms.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL