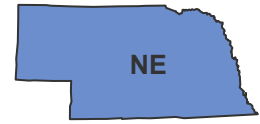




Branch New Application Checklist Agency Requirements



NEBRASKA INSTALLMENT LOAN BRANCH LICENSE

This document includes instructions for a branch new application request. Each location conducting business with the public must obtain an Installment Loan Branch License. **All branch locations conducting business under an Installment Loan Company License must be located in the state of Nebraska.**

If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

Note: The company form (corporate location) must request a new application prior to the submission of a branch form.

Total License costs: \$520 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

A hearing on the application will be scheduled if the applicant has no existing licenses in Nebraska or if the Director determines a hearing is necessary. The Department will publish a notice of the hearing in a legal newspaper for three successive weeks. The publisher will bill you and you are to pay the cost of publication and furnish proof of payment to the Department. You are also responsible for payment of the hearing costs including court reporter's fee.

Applicant is required to have a representative present at the hearing. Your representative should prepare answers to the hearing questions found at <https://ndbf.nebraska.gov/industries/consumer-lenders> in advance of the hearing.

Use the checklist below to complete the requirements for the Nebraska Department of Banking & Finance.

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

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For Electronic Delivery:
Dob.consumerfinance@nebraska.gov
Include Applicant Name and
NMLS ID# in the subject line

For U.S. Postal Service
Nebraska Department of
Banking and Finance
P.O. Box 95006
Lincoln, NE 68509

For Overnight Delivery:
Nebraska Department of
Banking and Finance
1526 K Street, Suite 300
Lincoln, NE 68508

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEBRASKA INSTALLMENT LOAN BRANCH LICENSE
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p>Electronic Surety Bond: Surety bond coverage in the amount of \$50,000 is required for each branch location. The Electronic Surety Bond (ESB) held by the main company license must be increased by \$50,000 for each branch location licensed with this agency. The ESB rider must be submitted via NMLS by a surety company authorized to conduct business in Nebraska. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p> <p>A licensee who employs mortgage loan originators licensed by the Department is also required to post a supplemental surety bond at the company level if the applicant does not also hold a concurrent Nebraska Mortgage Bankers License. See Company checklist for details.</p>
<input type="checkbox"/>	N/A	N/A	<p>Branch Manager: 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. If the licensee employs mortgage loan originators they must be supervised by a licensed MLO as the branch manager.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any “Yes” response for the company or any Control Person. Upload a copy of any applicable orders or supporting documents in NMLS. If you have more than one order or supporting document to upload, each must be uploaded as its own pdf document.</p> <p>**Note: If you already have a NMLS record and have uploaded your disclosure document(s) previously you DO NOT need to upload them again. **</p>

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 *Nebraska Department of Banking & Finance* licensing staff by phone at 402-471-2171 or send your questions via e-mail to dob.consumerfinance@nebraska.gov for additional help.

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