this document includes instructions for a branch new application request. if you need to complete a new
application for a company location or individual; refer to the appropriate new application checklists.

note: the company (mu1) form (corporate location) must request a new application for a license or
registration prior to the submission of a branch (mu3) form.

total license costs: $150. fees collected through the nmls are not refundable.

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

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

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: __________________

Updated: 01/31/2019
Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>INSTALLMENT SALES BRANCH LICENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>Disclosure Questions: Provide an explanation for any “Yes” response. 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. **Note: If you already have a NMLS record and have uploaded your disclosure document(s) previously you DO NOT need to upload them again. **</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N/A</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

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.