



# Branch New Application Checklist

Agency Requirements



## NEBRASKA INSTALLMENT SALES BRANCH LICENSE

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](mailto: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	INSTALLMENT SALES BRANCH LICENSE
<input type="checkbox"/>	N/A	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	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any “Yes” response. <b>Upload</b> 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. <b>**Note:</b> If you already have a NMLS record and have uploaded your disclosure document(s) previously you DO NOT need to upload them again. **
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<b>Electronic Surety Bond:</b> 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 <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.

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](mailto: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.