



Branch New Application Checklist

Agency Requirements



NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER BRANCH LICENSE

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) 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 form (corporate location) must request a new application prior to the submission of a branch form.

Total License costs: \$30 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for the branch manager). Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for [New Hampshire Banking Department](#).

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 U.S. Postal Service:

*New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

For Overnight Delivery:

*New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER BRANCH LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Branch Manager: A branch manager must be designated for each licensed location.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Credit Report: 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"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Branch Written Agreement: Upload a copy of the agreement between the licensee and branch manager, in compliance with applicable state and federal law.

The regulator will review the filing and all required documents and communicate with you through NMLS and written correspondence. 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. For questions regarding NH RSA 361-A visit:
<http://gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XXXIII-A-361-A.htm>

WHO TO CONTACT – Contact New Hampshire licensing staff by phone at (603) 271-8675 or send your questions via e-mail to Licensing@banking.state.nh.us 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.