



Branch Transition Checklist

Agency Requirements



NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER BRANCH LICENSE

This document includes instructions for a branch. If you need to complete a transition for a company headquarters, refer to the appropriate transition checklists.

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

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 and the documents that must be uploaded into 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](#)

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*

<input type="checkbox"/>	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.
N/A	Credit Report: DO NOT REQUEST A CREDIT REPORT
N/A	FBI Report: DO NOT REQUEST A FBI REPORT

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.nh.gov for additional assistance.