



## Branch New Application Checklist Agency Requirements



### NEW JERSEY RESIDENTIAL MORTGAGE LENDER 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 form (corporate location) must request a new application prior to the submission of a branch form.

Total License costs: \$1,020 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

#### **Use the checklist below to complete the requirements for New Jersey Department of Banking and Insurance.**

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 Jersey Department of Banking & Insurance  
Licensing Services Bureau, Banking  
P.O. Box 473  
Trenton, NJ 08625*

For Overnight Delivery:

*New Jersey Department of Banking & Insurance  
Licensing Services Bureau, Banking  
20 West State Street, 8<sup>th</sup> Floor  
Trenton, NJ 08608*

NMLS Branch Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEW JERSEY RESIDENTIAL MORTGAGE LENDER 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. New Jersey requires that a branch manager be licensed as a New Jersey MLO.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS. Additional information may be required outside NMLS after review of explanation and uploaded information in NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<b>CERTIFICATION OF OFFICE SUITABILITY.</b> Provide a certification, as prescribed by the commissioner, of office suitability outside of the NMLS. There is a certification of office suitability for offices located in New Jersey and a second certification form for offices to be located outside of New Jersey. The forms may be found at: <a href="http://www.state.nj.us/dobi/banklicensing/rmla/new_resmortlendbranch.html">http://www.state.nj.us/dobi/banklicensing/rmla/new_resmortlendbranch.html</a>

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 NJ Department of Banking & Insurance, Licensing Services Bureau, Banking licensing staff by phone at (609) 292-7272 (from menu select 3, then select 2, then select 1) or send your questions via e-mail to [bliconline@dobi.nj.gov](mailto:bliconline@dobi.nj.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 ON LEGAL REQUIREMENTS/INTERPRETATIONS, PLEASE CONSULT LEGAL COUNSEL AS DEPARTMENT STAFF CANNOT PROVIDE LEGAL ADVICE.