



New Application Checklist Jurisdiction-Specific Requirements



NEVADA EXEMPT BRANCH REGISTRATION

Instructions

1. A Nevada exemption certificate allows a person to conduct business from multiple branch locations. However, a company exempt or otherwise excluded from licensing in Nevada that has submitted an MU1 to register its corporate location, may wish to have multiple offices listed on NMLS and Division records. Registering multiple offices will allow the public the ability to view more office locations through the Consumer Access website.
2. A company that wants more than its main office listed on NMLS will need to file MU3 forms for each branch location.
3. When completing the “branch manager” section of the MU3 form, list the individual who will manage the branch office.
4. Some municipalities in Nevada will not allow a filing for a local business license unless it is authorized by the Division. Applicants must note on the checklist below that a memorandum authorizing the filing is needed and the Division will provide the memorandum by e-mail to the company’s contact person.
5. Total registration costs: \$20 NMLS processing fee for each MU3 form (branch location). There are no Nevada fees associated with additional branch offices for companies who are exempt from licensing.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. Jurisdiction-specific requirements as identified 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 locations:

For U.S. Postal Service:

**Division of Mortgage Lending
Licensing Office
1830 College Parkway, Suite 100
Carson City, NV 89706**

For Overnight Delivery:

**Division of Mortgage Lending
Licensing Office
1830 College Parkway, Suite 100
Carson City, NV 89706**

RETURN THIS FORM WITH THE LISTED ITEMS

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
	<input type="checkbox"/>	<input type="checkbox"/>	<p>REQUEST FOR LOCAL BUSINESS LICENSING FILING MEMORANDUM</p> <p>The applicant requests a memorandum to accommodate filing with the local municipality:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Designated Qualified Employee: An exempt company under NRS 645B.016(7) must designate a qualifying individual/qualified employee (QE) for the MU1 office in NMLS.</p> <p>A Qualified Employee must;</p> <ul style="list-style-type: none"> a) be licensed in good standing as a mortgage loan originator, b) be designated by the exempt company to act on its behalf and to supervise the conduct of the third-party processing and underwriting business and the activities of the mortgage loan originators associated with or employed by the exempt company, c) have met the requirements of the S.A.F.E. Mortgage Licensing Act. <p>If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Mail the designation of QE form directly to the address listed above. Click here to download form.</p>

WHO TO CONTACT – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to mldinfo@mld.nv.gov for additional assistance.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS FOR WHICH IT IS APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT YOUR LEGAL COUNSEL.