OH Credit Services Organization
Certificate of Registration
Transition Checklist (Branch)

CHECKLIST SECTIONS

- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Transition to NMLS
Companies holding branch locations under the Credit Services Organization (“CSO”) certificate of registration are required to submit a license transition request through NMLS by filing a Branch Form (MU3) by June 1, 2020 and an Individual Form (MU2) for each of their branch managers by June 1, 2020. The CSO Branch Registration will be available in NMLS to submit the transition request starting April 23, 2020. The transition to NMLS for this license is required.

Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) through for the CSO Registration main location.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in Ohio, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are not charged a new application fee. Be sure to enter your existing license number, including any and all punctuation, capitalization, etc. Example: “CS.XXXXXX.XXX-BR” If you need your existing license number, please contact a licensing staff member at the Ohio Division of Financial Institutions at WebDFI-CF@com.state.oh.us.

Any licensee that needs to amend or surrender a license/registration (or execute any other action previously completed in paper form) must complete these actions within NMLS from April 23, 2020 onward. Paper forms will not be accepted after April 23, 2020. Ohio encourages current licensees to update their information on file with the Division before April 1, 2020, so there will be no pending changes to submit at the time of transition.
Activities Authorized Under This License
This license authorizes the following activities as defined by NMLS on the Business Activities Definitions:

- Credit Repair
- Consumer Loan Brokering (for loans that are more than $1,000 and for a term longer than 1 year)

Document Uploads Guidance
Documents that must be uploaded to the Document Uploads section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in Document Upload Descriptions and Examples.
- Only upload documents relevant to the branch application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources
- Transitioning an Existing Branch License
- Document Upload Descriptions and Examples
- Payment Options Quick Guide
- License Status Definitions Quick Guide

Agency Contact Information
Contact a licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us.

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
## LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

<table>
<thead>
<tr>
<th>Complete</th>
<th>OH Credit Services Organization Branch Registration</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>OH License/Registration Transition Fee:</strong> $0</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>NMLS Transition Processing Fee:</strong> $0</td>
<td></td>
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</tbody>
</table>

## REQUIREMENTS COMPLETED IN NMLS

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| □        | **Submission of Branch Form (MU3):** Complete and submit the Branch Form (MU3) in NMLS. This form serves as the transition request for the license/registration through NMLS. See the [Transitioning an Existing Branch License Quick Guide](#) for instructions on how to submit the transition request.  
*When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. Be sure to enter your exact license number, including any and all punctuation, capitalization etc. Example: “CS.XXXXXX.XXX-BR”*  
All current licensees/registrants must transition their license onto NMLS on or before June 1, 2020. | NMLS |
| □        | **Other Trade Name:** If this branch is operating under a name that is different from the licensee’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the Other Trade Names section of both the Branch Form (MU3) and the Company Form (MU1).  
*Note:* OH does not allow more than one (1) other trade name per company, O. R. C. 4712.02(G).  
If operating under an “Other Trade Name”, upload [Secretary of State Trade Name Certificate of Registration](#) regarding ability to do business under that trade name.  
This document should be named *OH-CSO-Trade Name-Assumed Name*. | NMLS and  
Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Company Form (MU1). |
<p>| □        | <strong>Branch Manager:</strong> A Branch Manager must be designated for each licensed location. A 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. | NMLS |
| □        | <strong>Branch Manager (MU2) Attestation:</strong> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3). | NMLS |</p>
<table>
<thead>
<tr>
<th>Note</th>
<th><strong>Credit Report:</strong> Branch Managers are NOT required to authorize a credit report through NMLS.</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Note</td>
<td><strong>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</strong> Branch Managers are NOT required to authorize an FBI criminal background check (CBC) through NMLS.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

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No branch documents are required to be uploaded into NMLS for this license/registration at this time.

**INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS**

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

No items are required to be submitted outside of NMLS for this license/registration at this time.