



# OH Short-Term Lender License New Application Checklist (Branch)

---

## CHECKLIST SECTIONS

- [General Information](#)
- [Registration Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)

## GENERAL INFORMATION

### Who Is Required to Have This License?

This branch license is required for each location to be maintained by the holder of a Short-Term Loan Act (“STLA”) License, other than the main office identified on the MU1 filing and required by the Ohio Short-Term Loan Act, Ohio Revised Code 1321.35 to 1321.48 and Ohio Administrative Code Chapter 1301:8-11.

### Activities Authorized Under This License

This license authorizes the following activities:

- Consumer Loan Lending

### Pre-Requisites for License Applications

- This branch license should only be applied for by a company that holds or is seeking to obtain the Ohio Short-Term Lender License.

### Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) 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 company 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

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Description 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](mailto:webdfi-cf@com.state.oh.us).

THE APPLICANT 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.

**REGISTRATION FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.**

Complete	OH Short-Term Lender License (Branch)	Submitted via...
<input type="checkbox"/>	<p><b>OH License/Registration Fee:</b></p> <ul style="list-style-type: none"> <li>\$1,000 per license issued January 1 – June 30.</li> <li>\$500 per license issued July 1 – December 31.</li> </ul> <p><b>OH Investigation Fee: \$200</b></p> <p><b>NMLS Initial Processing Fee: \$0</b></p>	<b>NMLS (Filing Submission)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	OH Short-Term Lender License (Branch)	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Other Trade Name:</b> If operating under a name that is different from the applicant’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).</p> <p>If operating under an “Other Trade Name”, upload <b>Ohio Secretary of State Trade Name Certificate of Registration</b> regarding ability to do business under that trade name.</p> <p>This document should be named <i>OH-ST-Trade Name-Assumed Name</i>.</p>	<p><b>NMLS</b> <i>and</i> <b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the Document Uploads section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Branch Manager:</b> 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.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Branch Manager (MU2) Attestation:</b> 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).</p>	<b>NMLS</b>
Note	<p><b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report.</p>	<b>N/A</b>
Note	<p><b>MU2 Individual FBI Criminal Background Check:</b> Not Required Through NMLS.</p>	<b>N/A</b>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

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.