



Branch New Application Checklist

Agency Requirements



OK-DOCC MORTGAGE LENDER BRANCH LICENSE

This document includes instructions for a branch new application request. If you need to complete a new application for a main location or individual; refer to the appropriate new application checklists.

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

Total License costs: \$695

- OK-DOCC License/Registration: \$150
- OK-DOCC Examination Fee: \$500
- OK-DOCC Recovery Fund: \$10
- NMLS Initial Processing Fee: \$20
- *Credit Report for Branch Manager: \$15

*The credit report fee will be charged if one has not been authorized through NMLS in the past 30 days.

Fees collected through NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Oklahoma Department of Consumer Credit.

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

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](#)

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

| FILED IN NMLS | ATTACHED | NOT APPLICABLE | OK-DOCC MORTGAGE LENDER BRANCH LICENSE |
|--------------------------|----------|--------------------------|--|
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | Branch Manager: A branch manager must be designated for each licensed location. This individual must be licensed as a Mortgage Loan Originator in Oklahoma. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | Credit Report: Branch Managers are required to authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request can be filed through NMLS. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>Other Trade Name: DBA’s should be listed under Other Trade Names on the NMLS Branch (MU3) Form.</p> <p>The Oklahoma Department of Consumer Credit does not allow more than one (1) name per license. An active Mortgage Lender license in the Trade Name/DBA is required in order to obtain a branch license under the Trade Name/DBA. To use a trade name or DBA designation, select a “Mortgage Lender Branch License – Other Trade Name[#]” license type for the corresponding Mortgage Lender OTN # designation.</p> |

Oklahoma Department of Consumer Credit 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 *Oklahoma Department of Consumer Credit* licensing staff by phone at (405) 521-3653 or send your questions via email to licensing@okdocc.ok.gov for additional assistance.

Mailing Address: Oklahoma Department of Consumer Credit
 Attention: Licensing Department
 3613 N.W. 56th St., Suite 240
 Oklahoma City, OK 73112-4512

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, PLEASE CONSULT LEGAL COUNSEL.