



BRANCH NEW APPLICATION CHECKLIST

Agency-Specific Requirements



OREGON CONSUMER FINANCE BRANCH LICENSE

IMPORTANT! PLEASE READ CAREFULLY

This document includes instructions for a new branch application request. **Before you can apply for a branch license, you must complete a company license or registration request.** (see the Descriptions under the State Licensing Requirements page)

You will need to complete a new branch application request for each licensed location that makes loans to Oregon consumers.

For lenders with company licenses only: DO NOT apply for a branch license if you already have applied for a company license for the same address; this will incur duplicate fees.

Fees

- **New License costs: \$600.00.** A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for the branch manager.
- **Annual License Renewal costs: \$700.00** (which includes a \$100 annual NMLS processing fee)
- Fees collected through the NMLS **ARE NOT REFUNDABLE.**

Helpful Resources

- [Branch \(MU3\) Form Filing Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Quick Guide](#)

Oregon Consumer Finance Statutes and Administrative Rules

- ORS Chapter 725
- OAR Chapter 441, Div. 730

Use the checklist below to complete the requirements for Oregon.

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.

Agency specific requirements marked **Submitted to Oregon** 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:

Division of Financial Regulation
Licensing Section
PO Box 14480
Salem, OR 97309-0405

For Overnight Delivery:

Division of Financial Regulation
Licensing Section
350 Winter St. NE, Rm. 410
Salem, OR 97301-3881

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	SUBMITTED TO OREGON	OREGON CONSUMER FINANCE BRANCH LICENSE
<input type="checkbox"/>	N/A	<p>BRANCH MANAGER: 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.</p>
<input type="checkbox"/>	N/A	<p>CRIMINAL BACKGROUND AND CREDIT CHECK AUTHORIZATION: Complete a Criminal Background and Credit Check Authorization for each member, partner, officer, director, or principal; owner of 10 percent or more of the corporation; owner if applicant is an entity other than a corporation; and proposed manager of the location.</p> <p><input type="button" value="Upload"/> these documents in NMLS under the Document Type "State Background Check Authorization" in the <i>Document Uploads</i> section of the applicable individual's (MU2) Form.</p> <p>Click here to access the form.</p>
<input type="checkbox"/>	N/A	<p>RESUME: Provide a resume for each executive officer, owner, director, managing partner and manager. OAR 441-735-0100</p> <p><input type="button" value="Upload"/> these documents in NMLS under the Document Type "Verification of Experience" in the <i>Document Uploads</i> section of the applicable individual's (MU2) Form.</p>
<input type="checkbox"/>	N/A	<p>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.</p> <p>NOTE: Credit reports are <u>REQUIRED</u> and must be authorized before an application is accepted.</p>

FILED IN NMLS	SUBMITTED TO OREGON	OREGON CONSUMER FINANCE BRANCH LICENSE
<input type="checkbox"/>	N/A	<p>DISCLOSURE QUESTIONS: Provide an explanation for any “Yes” response.</p> <p>A separate explanation and document upload is needed for each “Yes” response.</p> <p><input type="button" value="Upload"/> a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Company (MU1) Form.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>

Oregon 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 the Oregon Division of Financial Regulation licensing staff by phone at 503-378-4140 or send your questions via e-mail to nmls.licensing@oregon.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, PLEASE CONSULT LEGAL COUNSEL.