This document includes instructions for a Mortgage Consumer Discount Company Branch License (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

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

Total License costs: $520 including the NMLS processing fee. 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. A $36.25 fee for the FBI Criminal Background Check will added for the branch manager. Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Pennsylvania Department of Banking and Securities.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with document uploads, see the Document Upload Quick Guide for formatting instructions, upload instructions and document descriptions and examples.

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

Contact Pennsylvania Department of Banking and Securities, Non-Depository Licensing Office staff by phone at 717-787-3717 or send your questions via email to ra-asklicensing@pa.gov for additional assistance.

The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission of your application through NMLS via email to ra-AskLicensing@pa.gov
**NMLS Branch** Unique ID Number: ________________

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>PENNSYLVANIA MORTGAGE CONSUMER DISCOUNT COMPANY LICENSE (BRANCH)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td><strong>Branch Manager</strong>: A branch manager must be designated for each licensed location. A branch manager is an individual who is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</td>
</tr>
</tbody>
</table>
| N/A           |          | N/A            | **Pennsylvania Criminal Background History Check**: Branch managers must complete a Pennsylvania State Police (PSP) criminal background check by using the Pennsylvania Access to Criminal History (PATCH) website: [https://epatch.pa.gov](https://epatch.pa.gov)

Click to download PA State Police Criminal Background History form. |
|               | N/A      | N/A            | **Criminal Background Check**: Authorization for an FBI criminal history background check for each branch manager to be completed in NMLS.

7 Pa.C.S. § 6138(a)(3).

After you authorize the FBI criminal history background check through the Individual Form (MU2), you must schedule an appointment to be fingerprinted.

See the [Completing the Criminal Background Check Process Quick Guide](#) for information.

**Note**: If you are able to ‘Use Existing Prints’ to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the background check will begin to process automatically.

7 Pa.C.S. § 6133(d); 6138(a)(3) |
| N/A           |          | N/A            | **Third Party Investigatory Background Checks**: Each control person (including the qualifying individual) **who does not or has not resided in the US for at least 5 years** must provide an investigative background report. The report must be prepared by an acceptable search firm and submitted directly to the Department in addition to other background information required in the application. At a minimum, the report must contain the following:

- A comprehensive credit report/history
- Civil court and bankruptcy court records for the past 5 years, including a search of the court data in the country(ies), states, towns where the individual resided and worked and in contiguous areas
- Criminal records for the past 5 years, including felonies, misdemeanors and violations including a search of court data in the countries, states, towns where the individual resided and worked and in contiguous areas. |
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<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td><strong>Credit Report:</strong> 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.</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td>N/A</td>
<td><strong>Tax Certification:</strong> Provide a certified memorandum for each branch manager indicating all tax obligations to the Commonwealth of Pennsylvania have been paid or that a deferred payment plan with the Pennsylvania Department of Revenue has been made. <a href="#">Click to download tax waiver and certification form.</a></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>Disclosure Questions:</strong> Provide complete details of all events or proceedings for any “Yes” answer to any of the disclosure questions for the company or any branch manager. Upload a copy of any applicable orders or supporting documents (such as respective criminal or civil court documents, administrative orders, and/or related public documents) in NMLS.</td>
</tr>
</tbody>
</table>

The regulator will review the filling 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 the [License Status Review & Definitions](#) quick guide for instructions.

**WHO TO CONTACT** – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717)787-3717 or send your questions via e-mail to [ra-asklicensing@pa.gov](mailto:ra-asklicensing@pa.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.**