



## New Application Checklist Jurisdiction-Specific Requirements



### PUERTO RICO MORTGAGE BROKER (BRANCH)

#### Instructions:

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the licensee acting as a mortgage broker or mortgage banker that is separate and distinct from the licensee's principal office. The home/main office must file an MU1 prior to or simultaneously with an MU3 filing.
2. 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 of a mortgage broker.
3. A Qualifying Individual named on Form MU1 may serve as branch manager of one of the licensee's branch offices.
4. Total license costs: \$1,520.00 including the investigation fee and the NMLS processing fee. If the license is issued after June 30 of any year, the license fee shall be \$1020.00, including the investigation and NMLS processing fee.
5. All fees are collected through the NMLS and are non-refundable.
6. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
7. Jurisdiction-specific requirements as identified 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:

COMMISSIONER OF FINANCIAL INSTITUTIONS  
REGULATION AND LICENSING DIVISION  
PO BOX 11855  
SAN JUAN, PR 00910-3855

For Overnight Delivery:

COMMISSIONER OF FINANCIAL  
INSTITUTIONS  
REGULATION AND LICENSING DIVISION  
1492 PONCE DE LEON AVE. SUITE 600  
CENTRO EUROPA BLDG.  
SAN JUAN, PR 00907

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the Branch Manager and provide a copy of any applicable orders or documents.

**WHO TO CONTACT** – Contact REGULATION AND LICENSING DIVISION staff by phone at 787-723-8403 or send your questions via e-mail to [reglamentacion@ocif.gobierno.pr](mailto:reglamentacion@ocif.gobierno.pr) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.