



# Pennsylvania Department of Banking & Securities 2019 Renewal Checklist

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## Instructions

Renewal requests must be submitted through NMLS by the date specified by your state regulator(s). [Click here to review all renewal deadlines, requirements and fees.](#)

Review the Renewal Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency within **five** business days of the electronic renewal submission.

## License Types

- [Check Casher License](#)
- [Debt Management Services \(DL\) License](#)
- [Debt Management Services License](#)
- [Debt Settlement Services \(DN\) License](#)
- [Debt Settlement Services License](#)
- [Money Transmitter License](#)
- [Mortgage Broker License](#)
- [Mortgage Consumer Discount Company License](#)
- [Mortgage Lender License](#)
- [Mortgage Loan Correspondent License](#)
- [Mortgage Servicer](#)
- [Partially Exempt Registration](#)
- [Pawnbroker License](#)
- [Retail Grocery Store Check Casher](#)

## Agency Contact Information

Contact Pennsylvania Department of Banking & Securities licensing staff by phone at (717) 787-3717 or send your questions via email to [ra-asklicensing@pa.gov](mailto:ra-asklicensing@pa.gov) for additional assistance.

*Pennsylvania Department of Banking and Securities  
Attn: Non-Depository Licensing Office  
17 N. Second Street, Suite 1300,  
Harrisburg, PA 17101.  
Fax: 717-787-8773*

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL THE REQUIREMENTS OF THE AGENCY FROM WHICH THE LICENSE FOR WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

Pennsylvania Money Transmitter License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for The Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Approvals and Designation:</b> Submit proof of Money Services Businesses (MSB) registration, evidencing that it is still in full force and effect.</p>	<p><b>Mail to PA the address listed above</b></p> <p><b>Or</b></p> <p><b>Email to <a href="mailto:RA-AskLicensing@pa.gov">RA-AskLicensing@pa.gov</a></b></p>

Updated 8/22/2018

NMLS ID Number	
Licensee Legal Name	

Pennsylvania Check Casher License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<b>Approvals and Designation:</b> Submit proof of Money Services Businesses (MSB) registration, evidencing that it is still in full force and effect.	<b>Mail to PA the address listed above</b> <b>Or</b> <b>Email to <a href="mailto:RA-AskLicensing@pa.gov">RA-AskLicensing@pa.gov</a></b>

Updated 8/22/2018

NMLS ID Number	
Licensee Legal Name	

Pennsylvania Debt Management Services (DL) License & Debt Management Services License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for the Penal Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuation Certificate for the Fidelity Bond:</b> Upload a Fidelity Bond Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Fidelity Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuing Education for All Credit Counselors and Supervisors:</b> Complete and submit <a href="#">DMSA Continuing Education</a> spreadsheet evidencing the completion of a minimum of 16 continuing education units as required pursuant to Section 9(c) of the Debt Management Services Act.</p>	<p><b>Mail to PA the address listed above</b></p> <p><b>Or</b></p> <p><b>Email to <a href="mailto:RA-AskLicensing@pa.gov">RA-AskLicensing@pa.gov</a></b></p>

Updated 8/22/2018

NMLS ID Number	
Licensee Legal Name	

Pennsylvania Debt Settlement Services (DN) License & Debt Settlement Services License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for the Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuation Certificate for the Fidelity Bond:</b> Upload a Fidelity Bond Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond upload, copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Fidelity Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

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NMLS ID Number	
Licensee Legal Name	

Pennsylvania Mortgage Broker License, Mortgage Consumer Discount Company License & Mortgage Loan Correspondent License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for the Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuing Education:</b> Company Qualifying Individual (QI) and Branch Manager(s) of licensed branch location(s) must take 8 hours of NMLS approved continuing education, including 1 hour of PA specific to renew.</p>	<p><b>NMLS</b></p>

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NMLS ID Number	
Licensee Legal Name	

Pennsylvania Mortgage Lender License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for the Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuation Certificate for the Fidelity Bond:</b> Upload a Fidelity Bond Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS and send original bond to the Department.</p>	<p><b>Upload in NMLS:</b> under <u>Fidelity Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Warehouse Line Of Credit:</b> Upload a Warehouse Line of Credit Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new Warehouse Line of Credit, upload copy into NMLS and send original to the Department.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Warehouse Line of Credit Documentation</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuing Education:</b> Company Qualifying Individual (QI) and Branch Manager(s) of licensed branch location(s) must take 8 hours of NMLS approved continuing education, including 1 hour of PA specific to renew.</p>	<p><b>NMLS</b></p>

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NMLS ID Number	
Licensee Legal Name	

Pennsylvania Mortgage Servicer License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for the Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuation Certificate for the Fidelity Bond:</b> Upload a Fidelity Bond Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS and send original bond to the Department.</p>	<p><b>Upload in NMLS:</b> under <u>Fidelity Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Continuing Education:</b> Company Qualifying Individual (QI) and Branch Manager(s) of licensed branch location(s) must take 8 hours of NMLS approved continuing education, including 1 hour of PA specific to renew.</p>	<p><b>NMLS</b></p>

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NMLS ID Number	
Licensee Legal Name	

Pennsylvania Partially Exempt Registration		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Continuation Certificate for the Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Updated 8/22/2018

NMLS ID Number	
Licensee Legal Name	

Pennsylvania Pawnbroker License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Pawnbroker Proof of Publication:</b> Complete and submit the <a href="#">Pawnbroker Renewal Proof of Publication</a>.</p>	<p><b>Mail to PA the address listed above</b></p> <p><b>Or</b></p> <p><b>Email to <a href="mailto:RA-AskLicensing@pa.gov">RA-AskLicensing@pa.gov</a></b></p>
<input type="checkbox"/>	<p><b>Continuation Certificate for the Surety Bond:</b> Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS.</p> <p><b>Note:</b> If a new bond, upload copy into NMLS.</p>	<p><b>Upload in NMLS:</b> under <a href="#">Surety Bond</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

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NMLS ID Number	
Licensee Legal Name	

Pennsylvania Retail Grocery Store Check Casher		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Food License/Registration:</b> Provide a copy of the Retail Food Store license or registration as a food establishment as defined in section 2 of the Food Act (P.L. 421, No. 70) OR Retail Food Store license/registration as a public eating of drinking place as defined in Section 1 of the Public Eating and Drinking Place Law (P.L.926, No.369).</p> <p><b>Gross Income Revenue:</b> Provide the total Gross Income Revenue for the last calendar year: \$_____.</p> <p><b>Gross Revenue from Cashing Checks:</b> Provide the total Gross Income Revenue for the last calendar year: \$_____.</p>	<p><b>Mail to PA the address listed above</b></p> <p><b>Or</b></p> <p><b>Email to <a href="mailto:RA-AskLicensing@pa.gov">RA-AskLicensing@pa.gov</a></b></p>

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