



New Application Checklist Jurisdiction-Specific Requirements



VIRGIN ISLANDS MORTGAGE BROKER BRANCH REGISTRATION

Instructions:

1. Each branch location desiring to conduct business under this registration 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.
2. A branch manager must be designated for each registered 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 or mortgage lender.
3. Total license costs: \$225.00 non-refundable application fee; \$400.00 license fee; \$20.00 NMLS processing fee. Total costs are \$645.00, including the NMLS processing fee.
4. All fees are collected through the NMLS and are non-refundable.
5. 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.
6. 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:

*Office of the Lieutenant Governor
Division of Banking and Insurance
5049 Kongens Gade
St. Thomas VI 00802*

For Overnight Delivery:

*Office of the Lieutenant Governor
Division of Banking and Insurance
5049 Kongens Gade
St. Thomas VI 00802*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. 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 the Office of the Lieutenant Governor, Division of Banking and Insurance licensing staff by phone at (340) 774-7166 or send your questions via e-mail to gail.danet-joseph@lgo.vi.gov 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.