



## New Application Checklist

### Jurisdiction-Specific Requirements



# WEST VIRGINIA MORTGAGE LENDER BRANCH LICENSE

### 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.
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 lender. Each branch manager must have a Form MU2 filed within the NMLS.
3. A Qualifying Individual may serve as branch manager of one of the licensee’s branch offices.
4. Total license costs: \$1,350 including the 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.
7. If applicable, 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:

*WV Division of Financial Institutions  
Mortgage Division  
900 Pennsylvania Ave., Suite 306  
Charleston, WV 25302-3542*

For Overnight Delivery:

*WV Division of Financial Institutions  
Mortgage Division  
900 Pennsylvania Ave., Suite 306  
Charleston, WV 25302-3542*

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 the West Virginia Division of Financial Institutions licensing staff by phone at (304) 558-2294 or send questions via e-mail to:

Marla Gardner at [mgardner@wvdob.org](mailto:mgardner@wvdob.org)  
 Ruth Holt at [rholt@wvdob.org](mailto:rholt@wvdob.org) or  
 Tracy Hudson at [thudson@wvdob.org](mailto:thudson@wvdob.org)

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.