

Branch Managers

Overview/Policy

NMLS requires the identification of a branch manager. The branch manager must also have a completed Individual (MU2) Form filed at the same time as the Branch (MU3) Form. The branch manager must meet the strictest of all requirements of the states the branch is requesting licensure. There can only be one branch manager for each industry type for each state in which the branch holds a license/registration. For license/registration types that are related to multiple industries, multiple branch managers may be identified.

If a state does not require the identification of a branch manager, consult the state licensing requirements. Typically, these states will allow applicants and licensees to use the qualifying individual identified on their Company (MU1) Form to meet this requirement.

Definitions and Charts

Not Applicable

How To

Add a Branch Manager:

1. From the *Branch Managers* screen, click **Add**.
2. Enter either an Individual ID, License Number, or First and Last Name.
3. Click **Search**.
4. If the individual's NMLS ID is displayed, click the corresponding **NMLS ID**

NOTE: If no search results are returned, create an individual by selecting the **Create Individual** button and complete the required fields to create the individual. All individual branch managers are required to have their own individual account in NMLS. The individual will need to go through the process to create an account in NMLS.

5. Select the **Industry Type(s)** associated to the branch manager.

Branch Manager Information

Maryland Money Transmitters, Rockville, MD Branch (39495) MU3 filing created 3/13/2014 by SmithJ124. ? ? ? HELP

Total Charges: \$2,000.00

A record has been established for this Branch Manager. You must select the Industry Type(s) and state(s) for which this Branch Manager is responsible and click Save. In addition, the Branch Manager's individual record (Form MU2) must be completed prior to submission of the branch record to a regulatory agency for licensing or registration.

Entity ID: 39494
Name: Smith, Robert

Industry Type(s): Mortgage

5. Consumer Finance

Debt

Money Services

6. Select the **State**.
7. Click **Save**.

Entity ID: 39494
Name: Smith, Robert

Industry Type(s): Mortgage
 Consumer Finance
 Debt
 Money Services

[Select All](#) | [Deselect All](#)

<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Texas
<input type="checkbox"/> California	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Mexico	<input type="checkbox"/> US Virgin Islands
<input type="checkbox"/> Colorado	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New York	<input type="checkbox"/> Utah
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maine	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input checked="" type="checkbox"/> Maryland	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Virginia
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Ohio	<input type="checkbox"/> Washington
<input type="checkbox"/> Florida	<input type="checkbox"/> Michigan	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Georgia	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Guam	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Missouri	<input type="checkbox"/> Puerto Rico	
<input type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Rhode Island	

6.

8. Repeat steps 1-7 to add an additional Branch Manager or click the Edit icon to edit or delete a Branch Manager.

Helpful Hints

1. Individuals listed as a Branch Manager on the Branch (MU3) Form must have an individual NMLS account, and will be required to complete an Individual (MU2) Form.

Additional Resources:

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
 - [Submitting Branch Form \(MU3\)](#)
 - [Individual Account Creation](#)
 - [Granting Company Access](#)
 - [Attestation](#)

See Company and Branch Help [Table of Contents](#)