



## CT Check Cashing – Limited Facility License New Application Checklist (Branch)

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Section 36a-581(a) of the Connecticut General Statutes requires activity subject to licensure to be conducted at an office in a state, as defined in section 36a-2. State means any state of the United States, the District of Columbia, any territory of the United States, Puerto Rico, Guam, American Samoa, the trust territory of the Pacific Islands, the Virgin Islands and the Northern Mariana Islands.

This document includes instructions for a limited facility branch new application request. If you need to complete a new application for a main office or a general facility branch, refer to the appropriate new application checklists.

**Note:** The company main office must have an approved license before a branch application may be approved.

### CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

### GENERAL INFORMATION

#### Who is required to have this license?

This license is required for any person engaged in the business of cashing checks, drafts or money orders for consideration. A person must obtain a general facility license for its main office and a general or limited facility license for each branch office location where such business is to be conducted.

**"Limited facility"** means a mobile facility, where on no more than two days per week, on property occupied by an employer, a licensed operator of a general facility may, under written contract with such employer, engage in the business of cashing payroll checks for the employees of the employer.

#### Activities Authorized Under This License

- Issuing traveler's checks
- Check cashing
- Bill paying
- Selling traveler's checks
- Selling of money orders
- Selling prepaid access/stored value

#### Pre-Requisites for License Applications

- Liquid Assets: Maintain liquid assets of at least \$10,000 for each general facility location and at least \$2,500 for each limited facility location specified in the application
- Total License Cost \$1,100 including NMLS processing fee

**Connecticut Department of Banking does not issue paper licenses for this license type.**

## Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

## Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

## Agency Contact Information

Contact Consumer Credit staff by phone at (860) 240-8225 or send your questions via email to [dob.ccl@ct.gov](mailto:dob.ccl@ct.gov) for additional assistance.

*Connecticut Department of Banking  
Consumer Credit Division  
260 Constitution Plaza  
Hartford, CT 06103-1800*

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

**LICENSE FEES** - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

| Complete                                | CT Check Cashing Branch – Limited Facility License  | Submitted via...         |
|---|---|--------------------------|
| <input type="checkbox"/>                | CT License/Registration Fee: \$1,100<br>NMLS Initial Processing Fee: \$0  | NMLS (Filing submission) |
| <input type="checkbox"/>                | Credit Report for MU2 Individual: \$15 per person.  | NMLS                     |
| <input type="checkbox"/>                | FBI Criminal Background Check for MU2 Individual: \$36.25 per person.   | NMLS                     |
| REQUIREMENTS COMPLETED IN NMLS          |   |                          |
| Complete                                | CT Check Cashing Branch – Limited Facility License  | Submitted via...         |
| <input type="checkbox"/>                | <b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.  | NMLS                     |
| <input type="checkbox"/>                | <b>Other Trade Names:</b> If operating under a name that is different from the applicant's legal name, that name must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Connecticut does not limit the number of other trade names. It is the applicant's responsibility to ensure that all names are properly registered with the required municipality or government agency.   | NMLS                     |
| <input type="checkbox"/>                | <b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A Branch Manager is an individual who is responsible for the actions of the branch office.   | NMLS                     |
| <input type="checkbox"/>                | <b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable Branch Manager before it is able to be submitted along with the Branch Form (MU3).   | NMLS                     |
| <input type="checkbox"/>                | <b>Credit Report:</b> Branch Managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Branch Form (MU3).  | NMLS                     |
| <input type="checkbox"/>                | Credit Report for MU2 Individual: \$15 per person.  | NMLS                     |
| <input type="checkbox"/>                | <b>MU2 Individual FBI Criminal Background Check Requirements:</b> Branch Managers are required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.<br>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.<br><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file. | NMLS                     |
| <input type="checkbox"/>                | FBI Criminal Background Check for MU2 Individual: \$36.25 per person.   | NMLS                     |
| REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS |   |                          |

| Complete                                      | CT Check Cashing Branch – Limited Facility License   | Submitted via...  |
|---|--|---|
| <input type="checkbox"/>                      | <b>Contract:</b> Copy of all executed contracts evidencing the proposed arrangement between the applicant and the employer.  | <b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3). |
| <input type="checkbox"/>                      | <b>Proposed Mobile Facility:</b> Description and photograph of the proposed mobile facility; provide information about the layout and the security features.   | <b>Upload in NMLS:</b> under the Document Type <u>Document Samples</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).         |
| <b>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</b> |  |   |
| Complete                                      | CT Check Cashing Branch – Limited Facility License   | Submitted via...  |
| <input type="checkbox"/>                      | <b>Bank Statement:</b> Applicants must have available and continuously maintain liquid assets of at least \$2,500 for each Limited Facility location. Submit the most recent bank statement(s) for all accounts identified on the MU1. | <b>Email to the CT Department of Banking</b>  |