



WY Consumer Lender Branch License New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license? (W.S. 40-14-302, W.S. 40-14-261, and W.S. 40-14-634)

Consumer Lenders are persons that regularly engage* in extending consumer credit by originating consumer loans or taking assignment of the non-servicing rights related to consumer loans that are not in default. Persons holding this license can also engage in the business of “sales financing,” which is providing financing on behalf of sellers or lessors or taking by assignment the non-servicing rights against debtors arising from consumer credit sales or consumer leases which at the time of assignment the buyer or lessee is not in default.

* A person regularly engages in extending consumer credit if they do so more than twenty-five (25) times, or more than five (5) times for transactions secured by a dwelling in the preceding calendar year. These requirements may be applied to the current calendar year if not met in the preceding year.

Entities must be properly licensed if business is conducted in Wyoming at a physical location in the state or with consumers in Wyoming through other means such as telephone, mail, internet, etc.

This license should only be applied for by a company that also holds or is applying for WY Consumer Lender License (Company). See the [WY Consumer Lender License New Application Checklist](#) for more information.

Activities Authorized Under This License

This license authorizes the following activities...

- | | |
|---|--|
| ○ Consumer loan lending | ○ Sales finance company activities - general |
| ○ Non-private student loan lending | ○ Title lending |
| ○ Other-Consumer Finance | ○ Home equity loans, including lines of credit |
| ○ Premium finance company activities | ○ Manufactured Housing Financing |
| ○ Private student loan lending | ○ Other-Mortgage |
| ○ Property Tax Lending | ○ Second mortgage lending |
| ○ Refund anticipation lending | |
| ○ Sales finance company activities - motor vehicles | |

Pre-Requisites for License Applications

- None

Wyoming Division of Banking issues licenses electronically for this license type.

Document Uploads

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 Division of Banking licensing staff by phone at (307) 777-7797 or send your questions via email to wyoingdivisionofbanking@wyo.gov for additional assistance.

For U.S. Postal Service and Overnight Delivery:

*Wyoming Department of Audit
Division of Banking
2300 Capitol Avenue, 2nd Floor
Cheyenne, WY 82002*

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	WY Consumer Lender Branch License	Submitted via...
<input type="checkbox"/>	WY License Fee: \$50 WY Application Fee: \$150 NMLS Initial Processing Fee: \$0	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report for Branch Manager: \$15 per branch manager person	NMLS (Filing submission)
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS		
Complete	WY Consumer Lender Branch License	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Name: If operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Wyoming Division of Banking does not limit the number of other trade names. Upload a copy of the Certificate of Authority for each dba from the Wyoming Secretary of State.	NMLS Upload in NMLS in the <i>Trade Name/Assumed Name Registration Certificates</i> section of the Company Form (MU1).
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual who is in charge of, and who is responsible for the business operations of a branch office.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: 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"/>	Credit Report: 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
Complete	WY Consumer Lender Branch License	Submitted via...
<input type="checkbox"/>	MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Branch Form (MU3) are required to	NMLS

	<p>authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Branch Managers</i></p> <ul style="list-style-type: none"> Any person occupying this position would be a control person for the company and would be required to submit a CBC. <p>After authorizing a 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.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: 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.</p>	
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REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	WY Consumer Lender Branch License	Submitted via...
No branch documents are required to be uploaded into NMLS for this license.		
INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS		
No individual (MU2) documents are required to be uploaded into NMLS for this license.		

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	WY Consumer Lender Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license.		