



## Company New Application Checklist Agency Requirements



### CALIFORNIA FINANCE LENDERS LAW LICENSE

This document includes instructions for a company new application request. If you need to complete a new application for a branch location or individual; refer to the appropriate new application checklists.

Total License costs: \$400 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE. Fingerprint processing fees must be paid directly to the Department of Business Oversight at the time the agency required documents are submitted.

#### Use the checklist below to complete the requirements for a California Department of Business Oversight Finance Lenders Law license.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

**Note:** Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

Agency specific requirements marked **Attached** 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:

Department of Business Oversight  
NMLS Licensing Unit  
320 W. Fourth Street, Suite 750  
Los Angeles, CA 90013

For Overnight Delivery:

Department of Business Oversight  
NMLS Licensing Unit  
320 W. Fourth Street, Suite 750  
Los Angeles, CA 90013

NMLS Company Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	CALIFORNIA FINANCE LENDERS LAW LICENSE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Other Trade Name:</b> DBA's should be listed under Other Trade Names on the NMLS Company Form. If applicant will be operating under a name other than its legal name, such as a "dba" or fictitious business name, provide a file-stamped copy of the Certificate of Filing from the County Clerk in California where the fictitious business name was filed. In California, a company is not authorized to use a fictitious business name if an assumed/forced name is issued by the California Secretary of State.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Resident/Registered Agent:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the California Secretary of State.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Qualifying Individual:</b> An on-site manager is required to be appointed for all locations where the licensee conducts business with consumers. This individual may be referred to as the Branch Manager, must be listed as the "Qualifying Individual" on NMLS Company Form, and his/her business address must match the address listed as the "Main Address" on the Company Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide an explanation for any "Yes" response for the company and any control person. Upload a copy of any applicable orders or supporting documents in NMLS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload an unaudited financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of the date of the application. The financial statement must reflect the required minimum tangible net worth of \$250,000, unless licensed as a broker only, then requirement is \$50,000.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Business Plan:</b> Describe in sufficient detail the business to be conducted by the applicant under this license on the form provided.</p> <p><a href="#">Click to download plan of business form.</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Certificate of Authority/Good Standing Certificate:</b> Upload state-issued documents and provide the originals directly to the Department of Business Oversight. The following requirements apply to all applicants who are corporations, limited liability companies, limited partnerships or trust.</p> <ul style="list-style-type: none"> <li>• <b>ALL APPLICANTS</b> must upload in NMLS and submit an <b>original</b> Certificate of Good Standing from the California Secretary of State dated not more than 60 days before the filing of the application through NMLS. The certificate must show that the applicant is authorized to transact business in the State of California.</li> </ul>

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			<ul style="list-style-type: none"> <li>If the applicant is a foreign entity also submit a Certificate of Good Standing from the Secretary of State of the state of incorporation or formation dated not more than 60 days prior to the filing of an application through NMLS.</li> </ul> <p>If the California Secretary of State has required the use of an assumed/forced name, that name must be listed in the "Other Trade Names" section of the application. The box in the "forced" column must be checked. If your company has an assumed/forced name you will not be permitted to use any other name in California.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Formation Document:</b> Upload a certified copy of the Partnership Agreement (if a partnership of any form).
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Management Chart:</b> Upload an organizational chart showing the applicant's divisions, officers, and managers.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Organizational Chart/Description:</b> Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Surety Bond.</b> Upload and mail an original surety bond in an amount of at least \$25,000 furnished by a surety company authorized to conduct business in California. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant as provided by the California Secretary of State. The applicant's signature must be of a person named in the Direct Owners and Executive Officers section of the application. All signatures must be notarized. Use the surety bond form found below.</p> <p>Please refer to Section 1437 of the California Code of Regulations to determine the required amount of the surety bond, which ranges from \$25,000 to \$200,000.</p> <p><a href="#">Click to download surety bond form.</a></p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>FINGERPRINT CARDS.</b> For each control person filing a NMLS Individual Form submit:</p> <ul style="list-style-type: none"> <li>A copy of the completed Request for Livescan for each individual. The Request for Livescan must contain the information completed by the Livescan Transmitting Agency. Livescan Form number BC 8018 <b>CFL</b> must be used when applying under the California Finance Lenders Law. Please refer to the DBO website at <a href="http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/BC8018CFL.pdf">http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/BC8018CFL.pdf</a></li> <li>If the individual resides and works outside the State of California, a fingerprint card and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement in lieu of the Request for Livescan noted above. The Request for Exemption can be found at <a href="http://www.ag.ca.gov/publications/bcii9004.pdf">http://www.ag.ca.gov/publications/bcii9004.pdf</a>. Fingerprint cards may be obtained from the Department of Business Oversight.</li> <li>Payment of \$20.00 for processing of each Livescan or \$86.00 for processing of each fingerprint card.</li> </ul>

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Attestation:</b> The person attesting to the filing of the company application must be an authorized individual of the applicant who has submitted a NMLS Individual Form. All agency specific documents requiring a signature must also be signed by an authorized individual who has submitted a NMLS Individual Form.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>CUSTOMER AUTHORIZATION OF DISCLOSURE OF FINANCIAL RECORDS.</b> Please complete and file the original Customer Authorization of Disclosure of Financial Records. If executed outside the State of California, the signature must be notarized. <a href="#">Click to download customer authorization form.</a>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXECUTION SECTION.</b> The Execution Section must be completed by an authorized individual of the applicant who has submitted a NMLS Individual Form. The statements contained in the document and the application must be attested to as being true and correct, and the requested information must be completed and submitted with the checklist. <a href="#">Click to download CFLL Execution Section form.</a>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Please refer to the Department of Business Oversight website at [www.dbo.ca.gov](http://www.dbo.ca.gov) or contact Department of Business Oversight by phone at 866-275-2677 for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.