



# DC Check Casher Branch License New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

Each branch location of a licensed check casher, not exempt pursuant to D.C. Official Code § 26-303, that engages in the business of cashing checks shall obtain a license from the District of Columbia Department of Insurance, Securities and Banking (DISB).

This license should only be applied for by a company that also holds or is applying for a DC Check Casher License.

### Activities Authorized Under This License

This license authorizes the following activities...

- Accepting checks or monetary instruments in return for currency or a combination of currency and other monetary instruments or other instruments.

### Pre-Requisites for License Applications

- The company form (corporate location) must request a new application prior to the submission of a branch form.

DISB does not issue paper licenses 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 DISB licensing staff by phone at (202) 727-8000 or send your questions via email to [bankingbureau@dc.gov](mailto:bankingbureau@dc.gov) 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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

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

| Complete                 | DC Check Casher Branch License   | Submitted via...                |
|--------------------------|--|---------------------------------|
| <input type="checkbox"/> | <b>DC License/Registration Fee:</b> \$300<br><b>NMLS Initial Processing Fee:</b> \$0 | <b>NMLS (Filing submission)</b> |

**REQUIREMENTS COMPLETED IN NMLS**

| Complete                 | DC Check Casher Branch 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.  | <b>NMLS</b>  |
| <input type="checkbox"/> | <p><b>Other Trade Names:</b> If this branch is 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 both the Branch Form (MU3) and the Company Form (MU1). DISB does not limit the number of other trade names.</p> <p>If operating under an “Other Trade Name”, upload a Trade Name Registration Certificate issued by the District Department of Consumer and Regulatory Affairs (DCRA) (see <a href="http://dcra.dc.gov/">http://dcra.dc.gov/</a>), for each registered trade name used by the applicant regarding ability to do business under that trade name.</p> <p>This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</p> | <b>NMLS</b><br><b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1). |
| <input type="checkbox"/> | <b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A 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.  | <b>NMLS</b>  |
| <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).   | <b>NMLS</b>  |
| Note                     | <b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.   | <b>N/A</b>   |

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

| Complete                 | DC Check Cashier Branch License  | Submitted via...   |
|--------------------------|--|--|
| <input type="checkbox"/> | <b>Surety Bond.</b> Submit branch bond in the amount of <b>\$5,000</b> furnished by a surety company authorized to conduct business in DC. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. <a href="#">Click here to access the form.</a><br>This document should be named <i>[License Type] Surety Bond</i> . | <b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3). |

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

| Complete  | DC Check Cashier Branch License | Submitted via... |
|---|---------------------------------|------------------|
| No items are required to be submitted outside of NMLS for this license/registration at this time. |                                 |                  |