



## New Application Checklist Jurisdiction-Specific Requirements



### DISTRICT OF COLUMBIA MORTGAGE DUAL AUTHORITY LICENSE (BRANCH)

This document includes instructions for a new mortgage dual authority branch license application request with the District of Columbia (District) Department of Insurance, Securities, and Banking (DISB).

Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the licensee acting as a mortgage broker or mortgage lender that is separate and distinct from the licensee’s principal office.

**FEES:** Total licensing fee, including the NMLS processing fee, is \$1,320. Fees collected through the NMLS ARE NOT REFUNDABLE.

**LICENSE PERIOD:** Mortgage licenses expire at the close of business on December 31<sup>st</sup> of each year, unless renewed.

Applications should **not** be electronically submitted to DISB until all information is complete and **ALL** required materials are available to be submitted. DISB will review the filing and all required documents and communicate with you through the NMLS. To review your status in NMLS, click the Tasks tab and click Work List.

Surety Bond coverage for each branch location must be covered in the electronic surety bond provided under the MU1 filing, refer to the appropriate company checklist for additional guidance.

**Use the checklist below to complete the requirements for DISB.**

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

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

FILED IN NMLS	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS:</b> On company letterhead, provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions. Upload a copy of any applicable orders or documents.

**WHO TO CONTACT** – Contact DISB licensing staff by telephone at **(202) 727-8000** or send your questions via e-mail 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 JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.