



## Branch New Application Checklist

Agency Requirements



### DC MONEY LENDER BRANCH LICENSE

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

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

**Total License costs: \$500.**

Fees collected through the NMLS ARE NOT REFUNDABLE.

**Use the checklist below to complete the requirements for the District of Columbia (District) Department of Insurance, Securities and Banking (DISB).**

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

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

NMLS **Branch** Unique ID Number: \_\_\_\_\_

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

FILED IN NMLS	NOT APPLICABLE	DC MONEY LENDER BRANCH LICENSE
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Surety Bond.</b> Upload a perpetual surety bond furnished by a surety company authorized to conduct business in the District. The bond must be signed by an authorized principal officer of the applicant and an authorized representative with power of attorney who may sign on behalf of the surety company. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant as authorized by DCRA. In addition, the bond should be prepared with any trade name or d/b/a name, if applicable. <a href="#">Click to download form.</a></p> <p>Money Lenders are required to obtain and maintain a surety bond in the amount of <b>\$5,000</b> for each location.</p> <p>Upload this document in NMLS under the Document Type “Surety Bond” in the <i>Document Uploads</i> section of the Branch (MU3) Form.</p> <p>See the <a href="#">Document Upload Descriptions and Examples Guide</a> for formatting instructions and the <a href="#">Document Upload Quick Guide</a> for upload instructions.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>PUBLICATION REQUIREMENT FOR MONEY LENDERS.</b> Each applicant must publish notice of its money lender application twice a week for three (3) consecutive weeks in a local newspaper such as the Washington Post or Washington Times. Submit a copy of the published notice and the dates of publication. The public notice should read as follows:</p> <p>“Notice is hereby given that the following named company at the address listed herewith has made application to engage in the business of loaning money for the license year ending December 31, ____ as provided by the Act of Congress, approved February 14, 1913. Anyone desiring to protest against the issuance of this license should do so in writing to the Commissioner of the Department of Insurance, Securities and Banking, 1050 First Street, NE, Suite 801, Washington, DC 20002, in the manner prescribed by said Act: See DC Code Title 26, Chapter 9 and 16 DCMR 2.”</p> <p><b>Upload Tip:</b> Upload this document under the Document Type “Document Samples” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>

DISB 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 the [License Status Review & Definitions](#) quick guide for instructions.

**WHO TO CONTACT** – Contact DISB licensing staff by phone 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 AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.