



Company New Application Checklist

Agency Requirements



DC RETAIL SELLER AND CONSUMER SALES FINANCE LICENSE

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

Total License costs: \$316.

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 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](#).

Helpful Resources

- [Company \(MU1\) Form Filing Instructions](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual \(MU2\) Form Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	SENT DIRECTLY TO DISB	NOT APPLICABLE	DC RETAIL SELLER AND CONSUMER SALES FINANCE LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Other Trade Name: DBA's should be listed under Other Trade Names on the NMLS Company (MU1) Form.</p> <p>Upload a Trade Name Registration Certificate issued by the District Department of Consumer and Regulatory Affairs (DCRA) (see http://dcra.dc.gov/), for each registered trade name used by the applicant.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with DISB.</p>
N/A	N/A	N/A	<p>Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company (MU1) Form can be left blank.</p>
N/A	N/A	N/A	<p>Credit Report: Individuals in a position of control are not required to authorize a credit report through NMLS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any "Yes" response(s) for the company and any Control Person on Company (MU1) Form and Individual (MU2) Form.</p> <p>A separate explanation and document upload is needed for each "Yes" response.</p> <p><input type="button" value="Upload"/> a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Company (MU1) Form. See the Company Disclosure Explanations Quick Guide for instructions</p>
<input type="checkbox"/>	N/A	N/A	<p>Financial Statements: Upload financial statements for the applicant dated within 90 days of the date of application and financial statements for the preceding 2 year period, prepared in accordance with Generally Accepted Accounting Principles. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto.</p> <p>NOTE: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statement Quick Guide for instructions.</p>

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<input type="checkbox"/>	N/A	N/A	<p>Business Plan: Upload a business plan outlining all business activities to be conducted by the applicant. Include internal organizational structure; descriptions of all financial products and services available to consumers; proposed rates and fees to be charged in the District; policies and procedures to handle consumer complaints; sample of retail installment contract, if applicable; and, other pertinent operational information.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Business Plan” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Certificate of Registration: Upload a Certificate of Registration issued by the District Department of Consumer and Regulatory Affairs (see http://dcra.dc.gov/) demonstrating that the corporation, limited liability company, or partnership is authorized to do business in the District.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Certificate of Authority/Good Standing Certificate” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Formation Document: Upload a certified copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form). <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Formation Document” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Management Chart: Upload an organizational chart showing the applicant’s divisions, officers, and managers.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Management Chart” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Organizational Chart/Description” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>

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N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p>Previous Retail Seller And Consumer Sales Finance Activity In The District Of Columbia: If the applicant has previously conducted any retail seller and/or consumer sales finance activity in the District of Columbia or with District of Columbia residents, please upload a detailed explanation on such activity, for example, how many District of Columbia transactions, the dollar volume of such transactions, the period of time (months, years, etc.), and any other information the applicant may deem relevant regarding previous retail seller and/or consumer sales finance activity provided in the District of Columbia or to District of Columbia residents.</p> <p>This information should be sent directly to DISB at bankingbureau@dc.gov.</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 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.