New Application Checklist

Jurisdiction-Specific Requirements

FLORIDA MORTGAGE LENDER BRANCH LICENSE

Instructions:

1. **Form MU3.** Each branch office of a Mortgage Lender shall apply for a Mortgage Lender Branch Office license by submitting a Form MU3 through NMLS.

2. **Filing Requirements.** Upon receipt of the following, the Florida Office of Financial Regulation will consider a Mortgage Lender Branch Office application received and begin reviewing the application:

   - Form MU3 filed through NMLS
   - Statutorily required non-refundable application fee ($225)
   - Designated branch manager that is a Florida licensed loan originator

3. **Total license cost is $245 which includes:**

   - $225 Florida application fee
   - $20 NMLS processing fee

4. **All fees collected through the NMLS ARE NOT REFUNDABLE**

For U.S. Postal Service:

Division of Finance
Bureau of Regulatory Review
200 East Gaines Street
Tallahassee, FL 32399-0376

For Overnight Delivery:

Division of Finance
Bureau of Regulatory Review
200 East Gaines Street
Tallahassee, FL 32399-0376

WHO TO CONTACT – Contact Bureau of Regulatory Review - Finance licensing staff by phone at 850-410-9895 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.

YOU ARE NOT AUTHORIZED TO ENGAGE IN FLORIDA REGULATED MORTGAGE ORIGINATION ACTIVITIES UNTIL YOU HAVE BEEN GRANTED A LICENSE ISSUED BY THE FLORIDA OFFICE OF FINANCIAL REGULATION.