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: $620 including the NMLS processing fee. A $15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for the branch manager.

Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Department of Revenue and Taxation, Office of the Banking and Insurance Commissioner.

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

Agency specific requirements marked attached on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:
Banking and Insurance Commissioner
Insurance, Securities, Banking and Real Estate Branch
P O Box 23607 GMF
Barrigada, Guam 96921

For Overnight Delivery:
Banking and Insurance Commissioner
Insurance Securities Banking and Real Estate Branch
1240 Army Drive
Barrigada, Guam 96913
NMLS Branch Unique ID Number: ________________
Applicant Legal Name: _________________________

**FILED IN NMLS** | **NOT APPLICABLE** | **MORTGAGE SERVICER BRANCH LICENSE**
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☐ | N/A | **Branch Manager:** A branch manager must be designated for each licensed location. 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.

☐ | N/A | **Credit Report:** Branch Managers are required to authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request can be filed through NMLS.

☐ | ☐ | **Disclosure Questions:** Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.

☐ | N/A | **Branch Written Agreement:** Upload a copy of the agreement between the licensee and branch manager, in compliance with applicable state and federal law.

☐ | N/A | **Branch Surety Bond:** Submit an Electronic Surety Bond Rider to increase the amount of the Mortgage Servicer License Surety Bond by $50,000.00 per Branch License for each licensed branch location.

- Contact your Surety Bond Producer to inform them of the branch application, so the Producer can initiate the Surety Bond Rider process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information.

☐ | ☐ | **Memorandum of Tax Certification:** Provide a certified memorandum indicating all tax obligations to Guam has been paid.

- Form I-9 Tax Clearance Application Form can be downloaded from GovGuam Forms website at [www.govguam.docs.com](http://www.govguam.docs.com) under Insurance, Securities, Banking and Real Estate Branch. Incomplete tax clearance will delay issuance of license.

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Guam 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 ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact Banking and Insurance Commissioner licensing staff by phone at 671 635-1833, 1845, 7664, 7668, 7669 or send your questions via e-mail to alice.cruz@revtax.guam.gov AND robert.tongson@revtax.guam.gov for additional assistance.

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**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.**