



Branch New Application Checklist

Agency Requirements



HAWAII MONEY TRANSMITTER BRANCH REGISTRATION

This document includes instructions to register a proposed Hawaii branch location (authorized delegates are not considered branches). If you need to complete a new application for a company location or individual, refer to the appropriate new application checklists.

Note: The applicant must submit a new Company Form application prior to the submission of a branch form.

Note: Physical presence is not required in the State of Hawaii. However, if the Company has a physical location in the State of Hawaii, the location is required to be registered in NMLS.

Total Registration costs: \$0

Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Hawaii Division of Financial Institutions.

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:

*Division of Financial Institutions
Department of Commerce and Consumer Affairs
P.O. Box 2054
Honolulu, HI 96805*

For Overnight Delivery:

*Division of Financial Institutions
Department of Commerce and Consumer
Affairs
King Kalakaua Building
335 Merchant Street, Rm. 221
Honolulu, HI 96813*

NMLS Branch Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	HAWAII MONEY TRANSMITTER BRANCH REGISTRATION
<input type="checkbox"/>	NA	NA	<p>Branch Information Requirements:</p> <p>Complete the following required branch information in NMLS:</p> <ul style="list-style-type: none"> • Entity Name • Branch Address (City, State, Zip) • Branch Phone, Fax, Email • Other Trade Names • Web Address • Branch Manager Name <p>NMLS may require additional fields be completed.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Branch Manager (NMLS Requirement): A branch manager must be designated for each registered 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.</p> <p>Per NMLS Policy Guidebook:</p> <p><i>“NMLS requires the identification of a Branch Manager. The Branch Manager must also have a completed Individual Form (MU2) filed at the same time as the Branch Form (MU3).”</i></p>

Hawaii DFI 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 Hawaii Division of Financial Institutions licensing staff by phone at 808-586-2820 or send your questions via e-mail to dfi@dcca.hawaii.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.