



IL Additional Full Service Office License New Application Checklist (Branch)

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GENERAL INFORMATION

Who is required to have this license?

Any Illinois Residential Mortgage Licensee maintaining or establishing an additional full service office (branch) that conducts residential mortgage broker activities in the State of Illinois. See [205 ILCS 635/1-3\(f\)&2-8](#) for more information.

This license should only be applied for by a company that also holds or is applying for a Residential Mortgage License.

Note: Any Illinois Residential Mortgage Licensee conducting residential mortgage activities from a corporate office or branch office located outside the State of Illinois does not need this license.

Activities Authorized Under This License

First mortgage brokering; Second mortgage brokering; First mortgage lending; Second mortgage lending; First mortgage servicing; Third party first mortgage servicing; Subordinate lien mortgage servicing; Third party subordinate lien mortgage servicing; Master Servicing; Mortgage loan purchasing; Home equity lending/lines of credit; Reverse mortgage activities; High cost home loans; Third party mortgage loan processing; Third party mortgage loan underwriting; Manufactured housing financing; Lead generation; Mortgage loan modifications

Pre-Requisites for License Applications

- None

The Illinois Department of Financial and Professional Regulation does not issue paper licenses for this license type.

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Illinois Department of Financial and Professional Regulation (IDFPR) licensing staff by phone at (844)-768-1713 or send your questions via email to FPR.MortgageLicensing@Illinois.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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	IL Additional Full Service Office License	Submitted via...
<input type="checkbox"/>	IL Application Fee: \$250 NMLS Initial Processing Fee: \$20	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report for Branch Manager: \$15 per branch manager person	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	IL Additional Full Service Office License	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Names: If this branch is operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). IDFPR does not limit the number of other trade names.	NMLS
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A 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.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
<input type="checkbox"/>	Credit Report: Branch Managers required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Branch Form (MU3).	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	IL Additional Full Service Office License	Submitted via...
<input type="checkbox"/>	<p>Lease Agreement Documents: Submit a copy of the signed lease agreement between the property owner and the branch authorizing it to work out of the physical location. The lease must be in the company's name, 12 months minimum. Branch managers cannot sign or appear on the lease in any capacity except in ownership of property. Proof of ownership documentation is required.</p> <p>This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	IL Additional Full Service Office License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		