



# New Application Checklist

## Agency Requirements



### ILLINOIS EXEMPT BRANCH INSURANCE REGISTRATION

This document includes instructions for an Illinois Exempt Branch Insurance Registration new application request. This allows Exempt Entity Insurance registrants to register their branch offices located in Illinois through NMLS. There is no Department registration fee associated with NMLS for this registration. This will assist the Department in performing examination and other activities for licensed mortgage loan originators sponsored by the Exempt Entity Insurance registrant and pursuant to Public Act 98-0492.

- ✓ Total Registration cost: \$20 NMLS processing fee for each branch. Fees collected through the NMLS ARE **NOT REFUNDABLE**.
- ✓ A branch manager must be designated for each licensed location. A branch manager is 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.
- ✓ If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

**Note:** The company (corporate location) must request a new application prior to the submission of a branch new application form.

For help with the NMLS application, see the [Quick Guide for submitting a complete Branch Form](#) through NMLS.

**Jurisdiction-specific requirements are not required.** The IDFPR Division of Banking may request additional information upon review of your new application filing; watch your “Company Work List” in the NMLS for such requests.

FILED IN NMLS	EMAILED TO IDFPR	MAILED TO IDFPR	ILLINOIS EXEMPT BRANCH INSURANCE REGISTRATION
<b>INFORMATION FILED IN NMLS</b>			
<input type="checkbox"/>	N/A	N/A	<b>Branch Manager:</b> 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.

The IL Department of Financial and Professional Regulation 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 Mortgage Banking Regulation licensing staff by phone at 800-532-8785 or send your questions via e-mail to [FPR.MortgageLicensing@Illinois.gov](mailto:FPR.MortgageLicensing@Illinois.gov) for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.