



IL Consumer Installment Loan License New Application Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required To Have This License?

See the [Consumer Installment Loan Act](#) for more information. [Click here](#) for information on rules and regulations related to the Consumer Installment Loan Act.

Activities Authorized Under This License

This license authorizes the following activities...

- Consumer loan lending
- Consumer loan servicing
- Sales finance company activities - motor vehicles
- Sales finance company activities -general
- Title lending
- Retail installment selling

Pre-Requisites for License Applications

- None.

Illinois Department of Financial & Professional Regulation does 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 & Professional Regulation* licensing staff by phone at [\(312\) 814-5145](tel:3128145145) or send your questions via email to FPR.ConsumerCredit@illinois.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Illinois Department of Financial & Professional Regulation
Division of Financial Institutions
Consumer Credit Section
100 W. Randolph St. Suite 9-100
Chicago, IL 60601*

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 Consumer Installment Loan License	Submitted via...															
<input type="checkbox"/>	<p>The following fees will be charged when applying for this license during the timeframes listed below.</p> <table border="1" data-bbox="253 443 1198 898"> <thead> <tr> <th></th> <th style="text-align: center;">Januarys 1st – June 30th</th> <th style="text-align: center;">July 1st – December 31st</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IL License/ Registration Fee</td> <td style="text-align: center;">\$450</td> <td style="text-align: center;">\$225</td> </tr> <tr> <td style="text-align: center;">IL Application Fee</td> <td style="text-align: center;">\$300</td> <td style="text-align: center;">\$300</td> </tr> <tr> <td style="text-align: center;">NMLS Initial Processing Fee</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">\$750</td> <td style="text-align: center;">\$525</td> </tr> </tbody> </table>		Januarys 1 st – June 30 th	July 1 st – December 31 st	IL License/ Registration Fee	\$450	\$225	IL Application Fee	\$300	\$300	NMLS Initial Processing Fee	\$0	\$0	Total	\$750	\$525	NMLS (Filing submission)
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IL License/ Registration Fee	\$450	\$225															
IL Application Fee	\$300	\$300															
NMLS Initial Processing Fee	\$0	\$0															
Total	\$750	\$525															
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)															

REQUIREMENTS COMPLETED IN NMLS

Complete	IL Consumer Installment Loan License	Submitted via...
<input type="checkbox"/>	Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.	NMLS
<input type="checkbox"/>	<p>Financial Statements: Upload financial statements for the most recent year end and the most recent quarter end prepared by a Certified Public Accountant or Certified True And Correct and Signed by an executive officer in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required.</p> <p>The financial statement must illustrate a company net worth of \$30,000 or more.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS

Complete	IL Consumer Installment Loan License	Submitted via...
<input type="checkbox"/>	<p>Other Trade Name: If 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 the Company Form (MU1). IDFPR does not limit the number of other trade names.</p> <p>If operating under an “Other Trade Name”, upload <i>Copy of Application to Adopt, Change, or Cancel, an Assumed Name, from the Secretary of State</i> in IL regarding ability to do business under that trade name.</p> <p>This document should be named <i>[CILA] Trade Name – Assumed Name</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1).</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> 1. Primary Company Contact 2. Primary Consumer Complaint Contact 	<p>NMLS</p>
<input type="checkbox"/>	<p>Non-Primary Contact Employees: IDFPR requires that an individual(s) be identified as a Non-Primary Contact for the following areas. These contacts must be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> 1. Accounting 2. Licensing – <i>Identify the Compliance Officer for the Company.</i> 3. Legal 	<p>NMLS</p>
Note	<p>Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	<p>N/A</p>
<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2).</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	<p>NMLS</p>
Note	<p>Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for IL on the Company Form (MU1).</p>	<p>N/A</p>

Complete	IL Consumer Installment Loan License	Submitted via...
<input type="checkbox"/>	<p>Complete Individual Form (MU2): The following individuals must be listed in the appropriate section of the Company Form (MU1) and complete and submit the Individual Form (MU2).</p> <ul style="list-style-type: none"> a) the proprietor, if the applicant is an individual b) every partner, if the applicant is a partnership c) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and d) the manager, if the applicant is a limited liability company <p>Note: The Individual Form (MU2) serves as the Supplemental Application for the individuals listed above.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are 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 Company Form (MU1).</p> <p>The following individuals must authorize a credit report through NMLS.</p> <ul style="list-style-type: none"> a) the proprietor, if the applicant is an individual b) every partner, if the applicant is a partnership c) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and d) the manager, if the applicant is a limited liability company 	<p>NMLS</p>

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	IL Consumer Installment Loan License	Submitted via...
<input type="checkbox"/>	<p>Business Plan: Upload a business plan outlining the following information:</p> <ul style="list-style-type: none"> Detailing the nature, amount, and term of loans to be made and types of security that will be taken. <p>This document should be named <i>[Company Legal Name] Business Plan</i>.</p> <p>Note: If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.</p>	<p>Upload in NMLS: under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Upload a copy of all organization documents required to be filed with the Illinois Secretary of State and a copy of the filing of assumed business name with the appropriate County Clerk’s office if a sole proprietorship.</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Surety Bond: Submit company bond in the amount of \$25,000 for each Licensed location furnished by a surety company authorized to conduct business in IL. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p> <p>Click here to access the form. This document should be named <i>Consumer Installment Surety Bond</i>.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>Note: This item must also be mailed to the agency.</p>

NMLS ID Number	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	IL Consumer Installment Loan License	Submitted via...
<input type="checkbox"/>	Surety Bond: Submit the original bond in the amount described above .	Mail to IDFPR
<input type="checkbox"/>	Waiver Form: Complete and submit this form. Click here to access the form . Note: A licensee shall not submit the information required in subsections (a)(2) and (3) of <i>SECTION 110.15 APPLICATION FOR LICENSE; CONTROLLING PERSON</i> if the licensee has previously submitted the information to the Division in a previous license application within the last 5 years and there have been no material changes, unless requested by the Director. See Section 110.15 Application For License; Controlling Person for more information.	Mail to IDFPR
<input type="checkbox"/>	Appointment of Attorney-in-Fact for Service of Process Form : Complete and submit this form. Click here to access the form .	Mail to IDFPR
<input type="checkbox"/>	Photographs Proposed Location: Provide photographs of both the inside and outside of the proposed location.	Mail to IDFPR
<input type="checkbox"/>	Authorization of Other Business: <i>If applicable</i> , submit a request for authorization of any other business to be conducted at the licensed location. OR a sworn statement that the proposed location will not share the premises with that of another business <ul style="list-style-type: none"> If requesting an Other Business Authorization please forward a separate check to the Illinois Department of Financial and Professional Regulation in the amount of \$100 per Other Business Authorization (OBA) requested. Note: Only one OBA is issued to a company to cover all licensed locations. This fee is non-refundable.	Mail to IDFPR