



Illinois Pawnbroker Branch License Transition Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Transition to NMLS

Companies holding the Illinois Pawnbroker License are able to submit a license transition request through NMLS by filing a Branch Form (MU3) and an Individual Form (MU2) for each of their branch managers by December 31, 2018. The Illinois Pawnbroker Branch License will be available in NMLS to submit the transition request starting September 1, 2018. The transition to NMLS for this license is *required*.

Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) for the Illinois Pawnbroker Company License or Illinois Pawnbroker Company Registration.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in IL, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are not charged a new application fee. Please use your current IL Pawnbroker License Number (with appropriate capitalization, spaces and punctuation) to transition in NMLS.

Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form) must complete these actions within NMLS from September 1, 2018 onward. Paper forms will not be accepted after September 1, 2018.

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

Activities Authorized Under This License

This license authorizes the following activities...

- Pawn Brokering

Document Uploads Guidance

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

- [Transitioning an Existing Branch License](#)
- [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* licensing staff by phone at (847) 294-4940 (Chicago) or (217) 785-2900 (Springfield) for additional assistance.

For U.S. Postal Service and Overnight Delivery:

*Illinois Department of Financial and Professional
Regulation
Division of Banking
Pawnbroker Regulation Section
320 West Washington St.
Springfield, IL 62786*

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 Pawnbroker Branch License	Submitted via...
<input type="checkbox"/>	<p>IL License/Registration Transition Fee: \$1,000</p> <ul style="list-style-type: none"> This is the IL Pawnbroker Renewal Fee for 2018 <p>NMLS Initial Processing Fee: \$0</p>	<p>NMLS</p>

REQUIREMENTS COMPLETED IN NMLS

Complete	IL Pawnbroker Branch License	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the Transitioning an Existing Branch License Quick Guide for instructions on how to submit the transition request.</p> <p>When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number.</p> <p>All current licensees/registrants must transition their license onto NMLS on or before December 31, 2018.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Other Trade Names: If this branch is operating under a name that is different from the licensee’s legal name, that 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). Illinois Department of Financial and Professional Regulation does not limit the number of other trade names.</p> <p>If operating under an “DBA”, a copy of the approved assumed corporate or limited liability company name registration from the Illinois Secretary of State or a copy of the approved assumed business name registration from the County Clerk of the County in which business is to be conducted.</p> <p>This document should be named <i>Pawnbroker DBA – Assumed Name</i>.</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>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.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>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).</p>	<p>NMLS</p>

Note	Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	IL Pawnbroker Branch License	Submitted via...
No branch documents are required to be uploaded into NMLS for this license/registration at this time.		

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.		
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REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	IL Pawnbroker Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		