This document includes instructions for a branch new application request. If you need to complete a new application for a company main location or individual, refer to the appropriate new application checklists.

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

Total License costs: $320 including the NMLS processing fee. A $15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for the branch manager. Fees collected through the NMLS are NOT REFUNDABLE.

**Use the checklist below to complete the requirements for the Kansas Office of the State Bank Commissioner (OSBC).**

The checklist provides instructions and requirements for information to be entered in NMLS and for the documents that must be uploaded into NMLS. All application requirements may be submitted electronically.

For help with the NMLS application, see the [Quick Guide for submitting a complete Branch Form (MU3)](#) 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](#).
### NMLS Branch ID Number: ________________

**Applicant Legal Name:** ______________________________________

**FILED IN NMLS**  
**ATTACHED**  
**NOT APPLICABLE**  

<table>
<thead>
<tr>
<th>KANSAS MORTGAGE COMPANY BRANCH LICENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>Branch Manager:</strong> A branch manager must be designated for each licensed location. Branch manager is defined as an individual employed or contracted with the company who is in charge of, and who is responsible for, the business operations of a branch office.</td>
</tr>
<tr>
<td><strong>Credit Report:</strong> Branch Managers are required to authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request can be filed through NMLS.</td>
</tr>
<tr>
<td><strong>Disclosure Questions:</strong> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS. See Individual Disclosure Explanations for more information.</td>
</tr>
<tr>
<td><strong>KANSAS BONA FIDE OFFICE:</strong> If claiming a Kansas bona fide office, complete the following attestation. See Mortgage Company License description on Kansas State Licensing Requirements page in NMLS for more information.</td>
</tr>
</tbody>
</table>

If applying for a license for a branch location in Kansas that you do not wish to claim as a Kansas bona fide office, send a written statement of such to: licensing@osbckansas.org

**KANSAS BONA FIDE OFFICE ATTESTATION:**

Street Address: _______________________________________________

City: ________________________, KANSAS  Zip Code: _____________

Upload to NMLS a complete executed copy of lease agreement in company name for address of Kansas bona fide office location. Sign the below attestation; email to: licensing@osbckansas.org

**I,** as an authorized Direct Owner or Executive Officer for the company, attest to the fact that the address above meets the definition of a Kansas bona fide office prescribed in K.S.A. 9-2201(b) and as explained in the Description page for a Kansas Mortgage Company License.

______________________________    _________________________  
(Signature of Authorized Direct Owner/Officer)    (Date)

______________________________    _________________________  
(Printed Name of Authorized Direct Owner/Officer)    (Title)

The regulator 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 (License Status Quick Guide) for instruction.

**WHO TO CONTACT** – Contact the Kansas Office of the State Bank Commissioner, Division of Consumer and Mortgage Lending licensing staff by phone at 785-296-2266 or send questions via email to: licensing@osbckansas.org
YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE ACTIVITIES IN THE STATE OF KANSAS UNTIL YOU HAVE RECEIVED APPROVAL FROM THE KANSAS OFFICE OF THE STATE BANK COMMISSIONER. THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.