



## Branch New Application Checklist

Agency Requirements



### MISSOURI IN-STATE BRANCH LICENSE

The Missouri In-State Branch License is intended for branch locations located inside Missouri. If the branch location is located outside Missouri, please see the [Missouri Out of State Branch Registration New Application Checklist](#).

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a branch location outside Missouri (branch registration), corporate/main location, or an individual; refer to the appropriate new application checklists.

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

#### Total License costs: \$70

- MO Investigation fee: \$50
- NMLS Processing fee: \$20

#### Use the checklist below to complete the requirements for the Missouri Division of Finance.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

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

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **Attached** on the checklist below should be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

#### For U.S. Postal Service:

Missouri Division of Finance  
Mortgage Licensing Section  
PO Box 716  
Jefferson City, Missouri 65102-0716

#### For Overnight Delivery:

Missouri Division of Finance  
Mortgage Licensing Section  
301 W High Street, Room 630  
Jefferson City, Missouri 65101

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MISSOURI IN-STATE BRANCH LICENSE
N/A	<input type="checkbox"/>	N/A	<b>Local Missouri MLO Assigned to Branch:</b> At least one Missouri licensed MLO must be assigned to each branch location and is expected to reside within a proximity to the office that would not hinder their ability to staff the office. If the MLO resides >60 miles driving distance from the branch address please contact us to determine if the arrangement is acceptable. MLO Name: _____ NMLS# _____
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any “Yes” response. Upload or attach a copy of any applicable supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	<b>Branch Telephone Number:</b> Each location must have a local or toll-free number.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Municipality Merchant/ Zoning Approval:</b> Please attach or upload a copy of any applicable local zoning approvals or merchant licenses required for the branch location. If you are requesting approval for a location that is in a residence, you must provide documentation from the local municipality indicating approval to operate a home-based business.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surety Bond Rider:</b> If this location will be considered your Main Missouri Office, submit a bond rider (original) with accompanying power of attorney evidencing the change of address directly to the Missouri Division of Finance.

The Missouri Division of Finance will review the filing and all required documents and communicate with you through NMLS and/or directly. 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** – *Missouri Division of Finance* mortgage licensing staff by phone at (573) 751-4243 or via e-mail to [becky.litfin@dof.mo.gov](mailto:becky.litfin@dof.mo.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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.