



## Branch New Application Checklist Agency Requirements



### MISSOURI OUT OF STATE BRANCH REGISTRATION

The Missouri Out of State Branch Registration is intended for branch locations located outside of Missouri. If the branch is located inside Missouri, please see the [Missouri In-State Branch License 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 inside Missouri (branch license), 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: \$20

- MO Investigation fee: \$0
- 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 OUT OF STATE BRANCH REGISTRATION
<input type="checkbox"/>	N/A	N/A	<b>Submit Filing:</b> Submit branch registration filing through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	<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.

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 send your questions 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.