CHECKLIST SECTIONS

- **General Information**
- **License Fees**
- **Requirements Completed in NMLS**
- **Requirements/Documents Uploaded in NMLS**
- **Requirements Submitted Outside of NMLS**

GENERAL INFORMATION

Who is required to have this license?
"Title pledge lender" means any person engaged in the business of making title pledge agreements with pledgors;

Activities Authorized Under This License
This license authorizes the following activities...
- Title Lending

Pre-Requisites for License Applications
- None

The Mississippi Department of Banking and Consumer Finance does not 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 Consumer Finance Division licensing staff by phone at 601-321-6901 or send your questions via email to consumer@dbcf.ms.gov for additional assistance.

For U.S. Postal Service:
Consumer Finance Division
P.O. Box 12129
Jackson, MS 39236

For Overnight Delivery:
Consumer Finance Division
4780 I-55 North, 5th Floor
Jackson, MS 39211

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.

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**REQUIREMENTS COMPLETED IN NMLS**

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Note

Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.

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.
### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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|          | **Surety Bond or Other Security Device:** Each licensee must upload a surety bond or certificate of deposit in lieu of a surety bond per location, not to exceed $250,000. Submit a company or branch bond in the amount of $50,000 for each location ($250,000 maximum based on locations) furnished by a surety company authorized to conduct business in Mississippi. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.  

**Surety Bond Requirements:** Submit a company or branch bond in the amount of $50,000 for each location ($250,000 maximum based on locations) furnished by a surety company authorized to conduct business in Mississippi. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.  

[Click here for the bond form.](#)  

This document should be named *[License Type] Surety Bond.*  

**OR**  

**Certificate of Deposit in Lieu of Surety Bond:** Submit a certificate of deposit of national or state banks doing business in Mississippi in the amount of $25,000 for each location ($250,000 maximum based on locations).  

[Click here for the deposit form.](#)  

This document should be named *[License Type] Other Security Device.* |

### INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

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

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

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