This document includes instructions for a new application for a branch of a deferred deposit lender. If you need to complete a new application for a main company location, please refer to the appropriate new application checklist.

Note: An application for the company (corporate location) must exist in the system prior to the submission of a branch application.

Total License costs: $500

Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Montana. 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 Branch Form 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.

You must email or mail the checklist below along with attached documents, if any, within 5 business days to the following address:

**For U.S. Postal Service:**

Division of Banking and Financial Institutions
Deferred Deposit Loan Licensing
P.O. Box 200546
Helena, MT 59620-0546
mortgagelicensing@mt.gov

**For Overnight Delivery:**

Division of Banking and Financial Institutions
Deferred Deposit Loan Licensing
301 S. Park Ave, Suite 316
Helena, MT 59601
mortgagelicensing@mt.gov

NMLS Branch Unique ID Number: ______________________

Applicant Legal Name: ____________________________________________
<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>MONTANA DEFERRED DEPOSIT LENDER BRANCH LICENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>□</td>
<td>N/A</td>
<td><strong>Credit Report:</strong> Please provide a credit report for each employee of the applicant.</td>
</tr>
<tr>
<td>□</td>
<td>N/A</td>
<td>□</td>
<td><strong>Disclosure Questions:</strong> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>N/A</td>
<td><strong>Surety Bond.</strong> Upload and mail an original surety bond in the amount of $10,000 for each location at or from which deferred deposit loan transactions are conducted with consumers in Montana. The bond must be issued by a surety company authorized to conduct business in Montana. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. The bond must continue in effect for 2 years after the licensee ceases operation in the state. The bond must be available to pay damages authorized under this part to consumers harmed by any violation of this part and to pay civil penalties, restitution, and costs ordered by the department pursuant to 31-1-712 for any violation of the Montana Deferred Deposit Loan Act. <a href="#">Click here for DDL bond form.</a></td>
</tr>
<tr>
<td>N/A</td>
<td>□</td>
<td>N/A</td>
<td><strong>Criminal Background Check:</strong> Provide a criminal history report for each employee of the applicant.</td>
</tr>
</tbody>
</table>

The Montana Division of Banking and Financial Institutions 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.

Mont. Code Ann. § 2-15-115 requires state agencies to place on an application form the estimated time it will take for an agency to process and act on a correctly completed application form. The agency average for all branch applications is 22 days to act on a correctly completed application form.

**WHO TO CONTACT** – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to mortgagelicensing@mt.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.**