This document includes instructions for a new application for a branch location. If you need to complete a new application for a company location or individual; 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: $270 including the NMLS processing fee.

A $15 fee for a credit report will be added, if one has not been authorized for the branch manager through NMLS in the past 30 days. 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

The checklist and attachments below, if any, must be emailed or mailed within 5 business days of the electronic submission of your application through the NMLS at the following address. If an applicant fails to provide the agency specific information within 60 days of submission of the application, the application will be deemed abandoned and withdrawn.

For U.S. Postal Service:  
Division of Banking and Financial Institutions  
Mortgage Licensing  
P.O. Box 200546  
Helena, MT 59620-0546  
mortgagelicensing@mt.gov

For Overnight Delivery:  
Division of Banking and Financial Institutions  
Mortgage 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 MORTGAGE BROKER BRANCH</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td><strong>Branch Manager</strong>: A designated branch manager must be selected for each office at which residential mortgage loans are originated. A designated manager is an individual who is physically located in the branch office and who oversees and is responsible for the business operations of the branch. This individual must be listed under the &quot;Branch Manager&quot; section of the NMLS MU3 filing and his/her business address must match the address listed as the branch address. The branch manager must be licensed in an “Approved” status as a Montana mortgage loan originator and have three years of experience as a loan originator from any state or from federal registration.</td>
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<tr>
<td>N/A</td>
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<td><strong>Request Processing of Application This Calendar Year</strong>: If this application is submitted between November 1 and December 31, it will be considered an application for licensure during the next calendar year unless the applicant submits the form below to request that the application be processed for the current calendar year. The applicant must also pay the renewal fee by Dec. 31st which will be invoiced through NMLS.</td>
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<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>
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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.