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

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

Total License costs: $100

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.

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

For Overnight Delivery:  
Division of Banking and Financial Institutions  
Sales Finance Company Licensing  
301 S. Park Ave, Suite 316  
Helena, MT 59601  
mortgagelicensing@mt.gov
NMLS Branch Unique ID Number: ________________

Applicant Legal Name: ______________________________________

Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.

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.