



# Nebraska Mortgage Banker License New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

Any person that operates a branch office which conducts business with Nebraska residents. Each branch must obtain a separate license. A branch office is defined as any location at which the business of a mortgage banker is to be conducted, including (a) any offices physically located in Nebraska, (b) any offices that, while not physically located in this state, intend to transact business with Nebraska residents, and (c) any third-party or home-based locations that agents and representatives intend to use to transact business with Nebraska residents.

This license should only be applied for by a company that also holds or is applying for a Nebraska Mortgage Banker license.

Section 45-705 of the Nebraska Residential Mortgage Licensing Act.

### Activities Authorized Under This License

This license authorizes the following activities...

- First mortgage brokering
- Second mortgage brokering
- First mortgage lending
- Second mortgage lending
- First mortgage servicing
- Third party first mortgage servicing
- Subordinate lien mortgage servicing
- Third party subordinate lien mortgage servicing master servicing
- Mortgage loan modification
- Mortgage loan purchasing
- Short sale
- Home equity lending/lines of credit
- Reverse mortgage activities
- High cost home loans
- Third party mortgage loan processing
- Third party mortgage loan underwriting
- Manufactured housing financing
- Lead generation

### Pre-Requisites for License Applications

- The Branch Manager must hold a Nebraska MLO license.

Nebraska 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 branch 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 branch 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 *Nebraska Department of Banking and Finance* licensing staff by phone at [\(402\) 471-2171](tel:402-471-2171) or send your questions via email to [dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov) for additional assistance.

*For Delivery of Documents:*

*For Electronic Delivery*

[dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov)

Include applicant name and  
NMLS # in the subject line.

For U.S. Postal Service:

*Nebraska Department of  
Banking and Finance  
P.O. Box 95006  
Lincoln, NE 68509*

For Overnight Delivery:

*Nebraska Department of  
Banking and Finance  
1526 K Street, Suite 300  
Lincoln, NE 68508*

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.

Complete	NE Mortgage Banker License (Branch)	Submitted via...
<input type="checkbox"/>	<b>NE Application Fee:</b> \$75 <b>NMLS Initial Processing Fee:</b> \$20	<b>NMLS (Filing submission)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	NE Mortgage Banker License (Branch)	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Other Trade Names:</b> If this branch is operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Nebraska limits the number of Other Trade Names to one per Mortgage Banker license.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office. Branch Manager must hold an active Nebraska MLO license.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	<b>NMLS</b>
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS. <b>Note:</b> A credit report is required as part of the MU4 Application for a Mortgage Loan Originator License.	<b>N/A</b>

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	NE Mortgage Banker License (Branch)	Submitted via...
<input type="checkbox"/>	<p><b>Branch Written Agreement:</b> Submit a copy of the agreement between the licensed company and Branch Manager, in compliance with applicable state and federal law. The document must include the following information:</p> <p><b>The manager's duties and responsibilities respecting the branch, responsibility for branch expenses, and compensation of the manager.</b> This document should be named <i>[Branch NMLS ID#] Branch Manager Agreement</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>
<input type="checkbox"/>	<p><b>Branch Affidavit:</b> If no activity that would require the issuance of an individual mortgage loan originator's license will occur at the branch, the branch affidavit may be submitted in lieu of having a licensed branch manager. <a href="#">Click to download form.</a></p> <p>This document should be named <i>Nebraska Mortgage Banker Branch Affidavit</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Designation of Branch Qualified Employee</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NE Mortgage Banker License (Branch)	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		