NV-FID Collection Agency License - Alternate Location
Transition Checklist (Branch)

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

GENERAL INFORMATION

Transition to NMLS
Companies holding the Nevada Financial Institutions Division Collection Agency License are required to submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each of their control persons by June 30, 2022. The Collection Agency License will be available in NMLS to submit the transition request starting April 1, 2022. The transition to NMLS for this license is required.

Additional Locations
For each additional location holding a Collection Agency License, an agency must complete and submit a Branch Form (MU3) through NMLS.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in Nevada, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are not charged a new application fee. The company should use its current Nevada Collection Agency License number as its transition number (e.g. CAD99999).

Qualified Managers
Each Qualified Manager must complete an Individual License Form (MU4). The Qualified Manager will be required to transition their current manager license into NMLS as a Collection Agency Qualified Manager Registration. The agency transition will not be approved without a pending and complete transition request for the Collection Agency Qualified Manager Registration.

Note: The Qualified Manager will be required to grant the collection agency access to its NMLS record. The agency will then create a relationship between the agency and manager in NMLS and request sponsorship. For additional resources on this process, review the NMLS Guide for Creating Relationships & Sponsorships.
Notice about Corporate Offices
If your company already maintains an NMLS registration and its Company MU1 location is not already licensed with the Nevada Financial Institutions Division, contact our office immediately to obtain a license number for the inactive location. This location will be required to maintain its NMLS license and pay required NMLS fees and renewal fees. These inactive corporate offices will not be required to maintain a Qualified Manager and will not be permitted to collect in Nevada.

Pending Amendments
Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form) must complete these actions within NMLS from April 1st onward. Paper forms will not be accepted after April 1, 2022. NV-FID encourages current licensees to update their information with Nevada by March 15, 2022, so there will be no pending changes to submit at the time of transition.

Transition to NMLS is required pursuant to Senate Bill 453.

Activities Authorized Under This License
This license authorizes the following activities...
- Consumer Loan Servicing
- Judgment Recovery
- Non-Private Student Loan Servicing
- Private Student Loan Servicing
- Reverse Mortgage Servicing
- Third Party Debt Collection
- Third Party First Mortgage Servicing
- Third Party Subordinate Lien Mortgage Servicing

Document Uploads Guidance
Documents that must be uploaded to the Document Uploads section of the Company Form (MU1) 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 transition.
- 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

- Transitioning an Existing Company License Quick Guide
- Document Upload Descriptions and Examples
- Individual Form (MU2) Filing Quick Guide
- Financial Statements Quick Guide
- Payment Options Quick Guide
- License Status Definitions Quick Guide

Agency Contact Information

Contact Nevada Financial Institutions Division licensing staff by phone at (775) 684-2970 or send your questions via email to FIDLicensing@fid.state.nv.us for additional assistance.

For U.S. Postal Service:
Nevada Financial Institutions Division
Attn: Application Processing
1830 E. College Pkwy, Ste 100
Carson City, NV 89706

For Overnight Delivery:
Nevada Financial Institutions Division
Attn: Application Processing
1830 E. College Pkwy, Ste 100
Carson City, NV 89706

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.

<table>
<thead>
<tr>
<th>Complete</th>
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<th>Submitted via...</th>
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<tbody>
<tr>
<td></td>
<td>Nevada License/Registration Transition Fee: $375.00</td>
<td>NMLS (Filing submission)</td>
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<td>NMLS Initial Processing Fee: $0</td>
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### REQUIREMENTS COMPLETED IN NMLS

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<tr>
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<td><strong>Submission of Branch Form (MU3):</strong> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the transition request for the license/registration through NMLS.</td>
<td>NMLS</td>
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<td>See the <a href="#">Transitioning an Existing License Quick Guide</a> for instructions on how to submit the transition request.</td>
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<td><strong>When selecting your license in the Company Form (MU3), you will be asked to enter your existing license number. Be sure to enter your current NV Financial Institutions Division license number (e.g. CAD99999).</strong></td>
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<td>All current licensees/registrants must transition their license onto NMLS on or before June 30, 2022.</td>
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<td><strong>Other Trade Name:</strong> If operating under a name that is different from the licensee’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the Other Trade Names section of the Company Form (MU1). The Nevada Financial Institutions Division does not limit the number of other trade names.</td>
<td>NMLS</td>
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<td>If operating under an “Other Trade Name”, upload the Fictitious Firm Name filing for each Nevada county in which the applicant intends to do business.</td>
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<td>This document should be named NV Collection Agency Trade Name – Assumed Name.</td>
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<td><strong>Branch Manager:</strong></td>
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| **All licensed/registered Nevada Collection Agencies must maintain a Qualified Manager.** The Qualified Manager must be designated as the Branch Manager in NMLS. This individual must be listed in the **Branch Manager** section of Company Form (MU3).  
**Note:** If the company does not employ a licensed Qualified Manager at the time of its application filing, a Collection Agency Qualified Manager application must be submitted concurrently with the Collection Agency application. Branch applications without a Branch Manager cannot be submitted for review until a Branch Manager has been assigned. | **NMLS** |

| **Branch Manager (MU2) Attestation:** 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). | **NMLS** |

| **Note** | **Credit Report:** Branch Managers are NOT required to authorize a credit report through NMLS. | **N/A** |

| **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. | **N/A** |

| **NOTE** | **Electronic Surety Bond:** The surety bond is filed under the Company Form (MU1) only. Companies with multiple locations are no longer required to maintain a separate bond for each location. The bond filed for the company will cover all licensed Nevada collection activity. | **Electronic Surety Bond in NMLS** |
### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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<td><strong>Secondary Qualified Managers:</strong> If the agency employs more than one Qualified Manager for this branch location, each manager will need to be associated with the branch location. Upload a list of all Qualified Managers, including Nevada license numbers (e.g. CM99999) working at this branch location. This document should be named <em>[State-License Type] Branch Qualified Managers.</em></td>
<td><strong>Upload in NMLS:</strong> under the Document Type Designation of Branch Qualified Employee in the Document Uploads section of the Branch Form (MU3).</td>
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<td></td>
<td><strong>Alias List:</strong> A list of all employees that will use an alias when calling Nevada residents/business including their hire date. The form for this submission can be found <a href="#">here.</a> This document should be named <em>[Company Legal Name] Alias List.</em></td>
<td><strong>Upload in NMLS:</strong> under Additional Requirements in the Document Uploads section of the Branch Form (MU3).</td>
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### 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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<td>No items are required to be submitted outside of NMLS for this license/registration at this time.</td>
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