NV-FID Foreign Collection Agency Registration –
Additional Locations
New Application Checklist (Branch)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Who Is Required to Have This License?
A collection agency license is required for any person or company that intends to operate a collection agency in Nevada or engage in the business of collecting claims for others or solicit the right to collect or receive payment for another of any claim, or advertise or solicit either in print, by letter, in person or otherwise, the right to collect or receive payment for another of any claim, or seek to make collection or obtain payment of any claim on behalf of another (NRS 649.075).

If the agency is located outside the state of Nevada and does not have or solicit clients that are domestically registered in Nevada, it can choose to be registered as a Foreign Collection Agency. If you are unsure which license/registration meets the needs of your agency, you may contact the Nevada Financial Institutions Division at FIDLicensing@fid.state.nv.us for assistance.

Branch Licenses in NMLS
All secondary and tertiary locations that hold a license with the Nevada Financial Institutions Division must apply for a branch license through NMLS. While the company will hold branch licenses through NMLS, the license through the Financial Institutions Division will remain a full license and not a branch license under the provisions of NRS 649.

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
Pre-Requisites for License Applications

- Nevada requires that a Collection Agency Qualified Manager application is submitted concurrently with a Foreign Collection Agency branch application unless the company employs a manager that is already licensed as a Qualified Manager in Nevada.

- 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.

Registration Certificates

The Nevada Financial Institutions Division does issue paper licenses for this registration type.

Document Uploads Guidance

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 company 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 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

- Branch Form (MU3) Filing Instructions
- 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.

<table>
<thead>
<tr>
<th>For U.S. Postal Service:</th>
<th>For Overnight Delivery:</th>
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<tbody>
<tr>
<td>Nevada Financial Institutions Division Attn: Application Processing 1830 E. College Pkwy, Ste 100 Carson City, NV 89706</td>
<td>Nevada Financial Institutions Division Attn: Application Processing 1830 E. College Pkwy, Ste 100 Carson City, NV 89706</td>
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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.**

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<tr>
<th>Complete</th>
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<tr>
<td></td>
<td>Nevada Application Fee: $500.00</td>
<td>(NMLS (Filing submission))</td>
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<td></td>
<td>Nevada License/Registration Fee: Included in application fee.</td>
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<td>NMLS Initial Processing Fee: $0</td>
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**REQUIREMENTS COMPLETED IN NMLS**

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<td></td>
<td>Submission of Company Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license/registration through NMLS.</td>
<td>NMLS</td>
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<td></td>
<td>Other Trade Name: 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 (MU3). The Nevada Financial Institutions Division does not limit the number of other trade names. 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. This document should be named NV Collection Agency Trade Name – Assumed Name.</td>
<td>NMLS, Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Branch Form (MU3).</td>
</tr>
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<td></td>
<td>Branch Manager: 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.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td>Note: Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.</td>
<td>N/A</td>
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Updated: 4/1/2022
| 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>☐</td>
<td>Secondary Qualified Managers: 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 [State-License Type] Branch Qualified Managers.</td>
<td>Upload in NMLS: under the Document Type Designation of Branch Qualified Employee in the Document Uploads section of the Branch Form (MU3).</td>
</tr>
</tbody>
</table>
| ☐        | Document Samples: Upload copies of the following sample documents used in the regular course of business in connection with this license:  
  - Machine-derived form letters  
This document should be named Nevada Form Letters. | Upload in NMLS: under the Document Type Document Samples in the Document Uploads section of the Company Form (MU3). |
| ☐        | Lease Agreement/Proof of Ownership: Submit a copy of the executed lease for the proposed licensed location. The lease must be in the name of the applicant. If the lease is in another entity’s name, the lease must explicitly permit the applicant to operate from the location or the applicant will need to submit a letter from the landlord that acknowledges the applicant’s authority to operate from the leased space.  
This document should be named [Company Legal Name] Lease. If the landlord letter is required, that document should be also be submitted and should be named [Company Legal Name] Landlord Acknowledgement. | Upload in NMLS: under the Document Type Branch Written Agreement in the Document Uploads section of the Company Form (MU3). |
### Municipal Business License
Submit a copy of any required municipal business license. This includes any required city or county licenses, occupancy certificates or business tax receipts.

This document should be named [Company Legal Name] Local Licenses.

**Upload in NMLS:** under the Document Type Additional Requirements in the Document Uploads section of the Company Form (MU3).

### Alias List
A list of all employees at the branch location that will use an alias when calling Nevada residents/business including their hire date. The form for this submission can be found [here](#).

This document should be named [Company Legal Name] Alias List.

**Upload in NMLS:** under the Document Type Additional Requirements in the Document Uploads section of the Company Form (MU3).

### Anticipated Activity Statement
Submit a statement showing the following information:
- Anticipated number of employees at the agency
- Anticipated dollar volume of accounts to be assigned
- Anticipated cash flow at the end of the first year of licensure

This document should be named [Company Legal Name] Activity Statement.

**Upload in NMLS:** under the Document Type Additional Requirements in the Document Uploads section of the Company Form (MU3).

### Statement of Submission
If the branch does not have information to submit for the alias list or municipal business license because they don’t use aliases at the branch or because a local business license is not required in the area, submit a statement notifying the Financial Institutions Division of the reason these items were not submitted.

This document should be named [Company Legal Name] Submission Details.

**Upload in NMLS:** under the Document Type Additional Requirements in the Document Uploads section of the Company Form (MU3).

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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.

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### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

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No items are required to be submitted outside of NMLS for this license/registration at this time.