THE Nevada Financial Institutions Division does issue paper licenses for this license type.

**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 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
• Company Form (MU1) 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 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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</table>
|          | NV License/Registration Fee: $300.00  
NV Application Fee: $375.00  
NMLS Initial Processing Fee: $0 | NMLS (Filing submission) |
|          | **Credit Report for Control Persons**: $15 per control person. | NMLS (Filing submission) |
|          | **FBI Criminal Background Check for MU2 Individual**: $36.25 per person. | NMLS (Filing submission) |
|          | **Uniform Authorized Agent Reporting Annual Processing Fee**: An annual fee of twenty-five cents ($0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st.  
There is no fee for the first 100 active agents reported (Companies with 100 agents or less are not subject to the UAAR Processing Fee).  
The fee is capped at $25,000 per licensee in any one year.  
The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline).  
See the **Uniform Authorized Agent Reporting Processing Fee Fact Sheet** for more information. | NMLS (Agency Fee Invoice) |
# REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>NV-FID Money Transmitter License</th>
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<tbody>
<tr>
<td></td>
<td><strong>Submission of Company Form (MU1):</strong> Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.</td>
<td>NMLS</td>
</tr>
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<td></td>
<td><strong>Financial Statements:</strong> Upload a certified financial statement prepared by a Certified Public Accountant in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. The financial statement must illustrate a company net worth of $100,000 unless the surety bond is in at least twice the minimum principal sum required by NRS 671.100. <strong>Note:</strong> Financial statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the <a href="#">Financial Statements Quick Guide</a> for instructions.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Authorized Agents (Delegates) Locations:</strong> Licensees must use the <a href="#">NMLS Uniform Authorized Agent Reporting (UAAR) functionality</a> to report Authorized Agents. Upon license approval, applicants are required to utilize the UAAR to upload a list of agents who are authorized to conduct money services businesses in the state of Nevada on the Applicant’s behalf. Agent adjustments (additions, deletions, and modifications) must be submitted through the UAAR on a quarterly basis, even if there are no changes to report. For more information, consult the <a href="#">NMLS Resource Center</a>.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Company Owned Locations/Branches:</strong> If your company has company owned locations/branches that are authorized to conduct money services businesses in the state of Nevada, please include these as part of your UAAR.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Other Trade Name:</strong> If 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 Other Trade Names section of the Company Form (MU1). Nevada does not limit the number of other trade names. If operating under an “Other Trade Name“, upload the <a href="#">Fictitious Firm Name Filing</a> from each county in which you intend to do business. This document should be named <em>Money Transmitter Trade Name – Assumed Name</em>.</td>
<td>NMLS</td>
</tr>
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</table>

*Updated: 4/8/2022*
| Resident/Registered Agent: The registered agent must be listed under the Resident/Registered Agent section of the Company Form (MU1) and must match the information currently on record with Nevada Financial Institutions Division. | NMLS |
| Primary Contact Employees: The following individuals must be entered into the Contact Employees section of the Company Form (MU1).  
1. Primary Company Contact.  
2. Primary Consumer Complaint Contact. | NMLS |
| Non-Primary Contact Employees: The Financial Institutions Division requires that an individual(s) be identified as a Non-Primary Contact for the following areas. These contacts must be listed in the Contact Employees section of the Company Form (MU1).  
1. Pre-Exam Contact | NMLS |
| Approvals and Designation:  
1. Enter the company’s FinCEN Registration Confirmation Number and Filing Date in the Approvals and Designation section of the Company Form (MU1). | NMLS |
| Bank Account: Bank account information must be completed for the company’s Operating and Trust accounts in the Bank Account section of the Company Form (MU1).  
The following bank account information must be completed for each account in the Bank Account section of the Company Form (MU1):  
(A) Name of Bank  
(B) Title/Nickname of Account  
(C) Last Four Digits of Account Number | NMLS |
| Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions. | Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2). |
| Note  
• Qualifying Individual: The Qualifying Individual section is not required to be completed for Nevada on the Company Form (MU1). | N/A |
| Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1). | NMLS |
**Credit Report:** Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).

**MU2 Individual FBI Criminal Background Check Requirements:** The following Individuals, as specified below, on the Company Form (MU1) are required to authorize an FBI criminal background check (CBC) through NMLS.

**Direct Owners**
- Any stockholder who owns 20 percent or more of the applicant’s stock or member interests.

**Executive Officers**
- Each person who applies for a license to operate a money transmitter company and each person who will serve as a director, officer, partner, trustee, manager or member acting in a managerial capacity, and any individual with authority to initiate transactions in the Nevada trust account.

After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.

See the [Criminal Background Check section](#) of the NMLS Resource Center for more information.

**Note:** If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.

**Electronic Surety Bond:** Electronic Surety Bond via NMLS in the minimum amount of $10,000 furnished and submitted by a surety company authorized to conduct business in Nevada. (Pursuant to NRS 671.100, the company must add $5,000 to its bond for each Nevada designated agent)

See the [ESB Adoption Table](#) and the [ESB for NMLS Licensees page](#) of the NMLS Recourse Center for more information.

**Note:** Surety bonds submitted via the [Document Uploads](#) section will not satisfy this requirement.
### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

<table>
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<tr>
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</table>
|          | **Business Plan**: Upload a business plan outlining the following information:  
  - Marketing strategies  
  - Products  
  - Target markets  
  - Fee schedule  
  - Operating structure the applicant intends to employ.  
  This document should be named *[Company Legal Name] Business Plan*.  
  **Note:** If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan. | **Upload in NMLS**: under the Document Type **Business Plan** in the **Document Uploads** section of the Company Form (MU1). |
|          | **Certificate of Authority/Good Standing Certificate**: Upload a State-issued and approved document (typically by the Secretary of State’s office), dated not more than 60 days prior to the filing of the application through NMLS that demonstrates authorization to do business in the applicant’s state of formation and Nevada.  
  This document should be named *[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]. | **Upload in NMLS**: under the Document Type **Certificate of Authority/Good Standing Certificate** in the **Document Uploads** section of the Company Form (MU1). |
|          | **Flow of Funds Structure**: Submit a description of each type of transaction or service to be conducted. For each type, describe each step starting with the first encounter with the consumer and ending at the completion of the transaction when money is received by the beneficiary.  
  This document should be named *Flow of Funds Structure*.  
  **Note:** If submitting multiple types of transactions or services to be conducted, combine in single document for upload. | **Upload in NMLS**: under the Document Type **Flow of Funds Structure** in the **Document Uploads** section of the Company Form (MU1). |
Formation Documents: Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.

Sole Proprietor
- An Affidavit of American Citizenship with a notarized copy of an approved identification document.

Unincorporated Association:
- By-Laws or constitution (including all amendments).

General Partnership:
- Partnership Agreement (including all amendments).

Limited Liability Partnership:
- Certificate of Limited Liability Partnership; and
- Partnership Agreement (including all amendments).

Limited Partnership:
- Certificate of Limited Partnership; and
- Partnership Agreement (including all amendments).

Limited Liability Limited Partnership:
- Certificate of Limited Liability Limited Partnership; and
- Partnership Agreement (including all amendments).

Limited Liability Company ("LLC"):
- Articles of Organization (including all amendments);
- Operating Agreement (including all amendments);
- IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and
- LLC resolution if authority not in operating agreement.

Corporation:
- Articles of Incorporation (including all amendments);
- By-laws (including all amendments), if applicable;
- Shareholder Agreement (including all amendments), if applicable;
- IRS Form 2553 if S-corp treatment elected; and
- Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.

Not for Profit Corporation
- Documents requested of a Corporation; and
- Proof of nonprofit status
  - Internal Revenue Service ("IRS") 501(c)(3) designation letter; or
  - statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or
  - entity’s certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
  - Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Trust (Statutory)
- Certificate of Trust; and
- Governing instrument (all amendments).

Upload in NMLS: under the Document Type Formation Document in the Document Uploads section of the Company Form (MU1).
This document should be named Formation Documentation [Date of Creation (MM-DD-YYYY)].
| **Management Chart:** Submit a Management chart displaying the applicant’s directors, officers, and managers (individual name and title). The BSA Officer must be identified on the chart. |
| This document should be named *[Company Legal Name] Management Chart*. |
| **Note:** If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart. |
| **Upload in NMLS:** under the Document Type Management Chart in the Document Uploads section of the Company Form (MU1). |

| **Organizational Chart/Description:** Submit a chart showing (or a description which includes) the percentage of ownership of: |
| • Direct Owners (total direct ownership percentage must equate to 100%) |
| • Indirect Owners |
| • Subsidiaries and Affiliates of the applicant/licensee |
| This document should be named *[Company Legal Name] Organizational Chart – Description*. |
| **Note:** If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single orga chart. |
| **Upload in NMLS:** under the Document Type Organizational Chart/Description in the Document Uploads section of the Company Form (MU1). |

| **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 also be submitted and should be named *[Company Legal Name] Landlord Acknowledgement*. |
| **NMLS** Upload under Document Uploads in the Additional Requirements section of the Company Form (MU1). |

<p>| <strong>Municipal Business License:</strong> 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 <em>[Company Legal Name] Local Licenses</em>. |
| <strong>NMLS</strong> Upload under Document Uploads in the Additional Requirements section of the Company Form (MU1). |</p>
<table>
<thead>
<tr>
<th><strong>INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS</strong></th>
</tr>
</thead>
</table>
| **Credit Report Explanations**: Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.  

**Note**: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the Disclosure Explanations section of your Individual Form (MU2).  

This document should be named *Credit Report Explanations – Sub Name – Document Creation Date*. |
| **Legal Name/Status Documentation**: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.  

Nevada law requires that certain individuals (see details below) from a Nevada money transmitter company are at least 21 years of age and are either citizens of the United States or lawfully entitled to remain and work in the United States.  

The following individuals must submit the age/status documentation:  

**Executive Officers**  

- Each person who applies for a license to operate a money transmitter company and each person who will serve as a director, officer, partner, trustee, manager or member acting in a managerial capacity, and any individual with authority to initiate transactions in the Nevada trust account  

Provide documentation to verify age and citizenship status (Government-issued identification, birth certificate, U.S. Passport, Permanent Resident card, U.S. Visa, etc).  

**Note**: Not all states require a driver’s license holder to be a US citizen (California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Maryland, Nevada, New Jersey, New Mexico, New York, Oregon, Utah, Vermont, Virginia and Washington). If the individual is submitting a state ID as proof of citizenship, you must ensure your state requires citizenship as a condition for issuance or you must submit additional documentation to verify your status. REAL IDs will be accepted from all states as proof of lawful residency.  

This documents should be named *[Document Name]* (Ex. Driver’s License, Marriage Certificate, etc.). |
| **Upload in NMLS**: under the Document Type Credit Report Explanations in the Document Uploads section of the Individual Form (MU2). |
| **Upload in NMLS**: under the Document Type Legal Name/Status Documentation in the Document Uploads section of the Individual Form (MU2). |
### Personal Financial Statement:
The following individuals, as specified below, on the Company Form (MU1) are required to upload a personal financial statement.

The financial statement must include the individual’s net worth. A list of material assets and liabilities must be disclosed to verify the individual’s net worth.

**Executive Officers**
- Each person who applies for a license to operate a money transmitter company and each person who will serve as a director, officer, partner, trustee, manager or member acting in a managerial capacity, and any individual with authority to initiate transactions in the Nevada trust account.

This document should be named [State Abbreviation] – Personal Financial Statement.

### Waiver for Nevada Trust Location Requirement:
Nevada law requires that all Collection Agency licensees maintain a trust account in a bank with a Nevada presence. If the bank listed for the trust account in the Bank Account section does not have a presence in Nevada, the company will need to either submit new bank information or request a temporary waiver of the location requirement.

If requesting a waiver, please email a letter requesting permission to use a trust account at a bank without a Nevada presence. The letter must be on company letterhead, signed by a control person and include the following information:

1. Company contact person and phone and email address
2. Name of bank the company is requesting to use
3. Title of trust account
4. Last four digits of the trust account
5. Reason why the company is requesting the waiver and not opening a new account

If the company uses more than one bank for Nevada customer funds, a separate request must be submitted for each bank.

### Upload in NMLS:
Under the Document Type Personal Financial Statement in the Document Uploads section of the Individual Form (MU2).

Submit via email to FIDLicensing@fid.state.nv.us and Julie Hanevold at jhanevold@fid.state.nv.us.
<table>
<thead>
<tr>
<th>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</th>
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</thead>
<tbody>
<tr>
<td>No items are required to be submitted outside of NMLS for this license/registration at this time.</td>
</tr>
</tbody>
</table>