This document includes instructions for a Partially Exempt Mortgage Company Branch Registration (authorized delegates are not considered a branch in NMLS) new application request. There is no state registration fee associated with using NMLS for this registration.

A branch manager must be designated for each licensed location. A branch manager is 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.

If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

Note: The company (corporate location) must request a new application prior to the submission of a branch new application form.

Total Registration cost: $20 including the NMLS processing fee for each branch. Fees collected through the NMLS ARE NOT REFUNDABLE.

**Jurisdiction-specific requirements are not required.** The Pennsylvania Department of Banking and Securities may request additional information upon review of your new application filing; watch your “Company Work List” in the NMLS for such requests.

For help with the NMLS application, see the Quick Guide for submitting a complete Branch Form through NMLS.
For help with document uploads, see the Quick Guide for document upload in NMLS.

The regulator 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.

**WHO TO CONTACT** – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717)787-3717 or send your questions via e-mail to ra-asklicensing@pa.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.**