This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

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

Total License costs: $170.00 including the NMLS processing fee. (Include if applicable) A $15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for the branch manager. Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for the South Carolina Department of Consumer Affairs.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the Quick Guide for submitting a complete Branch Form through NMLS

Agency specific requirements markedFiled in NMLS must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the Quick Guide for document upload in NMLS

Agency specific requirements marked attached on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:
South Carolina Department of Consumer Affairs
P.O. Box 5757
Columbia, SC 29250-5757

For Overnight Delivery:
South Carolina Department of Consumer Affairs
293 Greystone Boulevard, 4th Floor
Columbia, SC 29205
**NMLS Branch** Unique ID Number: ________________

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>SOUTH CAROLINA MORTGAGE BROKER BRANCH LICENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>Branch Manager</strong>: A branch manager must be designated for each licensed location and must be licensed as mortgage loan originator. 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. The branch manager must have at least three years experience in financial services or financial services related business.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>Credit Report</strong>: Branch Managers are required to authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request can be filed through NMLS.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>Disclosure Questions</strong>: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>Branch Written Agreement</strong>: Upload a copy of the agreement between the licensee and branch manager, in compliance with applicable state and federal law.</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td><strong>South Carolina Mortgage Broker Fee Agreement</strong>: Every licensed branch location must have and use a South Carolina Mortgage Broker Fee Agreement that is compliant with state law. Furnish a copy to the Department.</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td><strong>Branch Manager Resume</strong>: Provide a copy of the branch manager’s resume indicating work experience.</td>
</tr>
</tbody>
</table>

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 South Carolina Department of Consumer Affairs licensing staff by phone at 803-734-4200 or send your questions via e-mail to [SCMortgageBroker@scconsumer.gov](mailto:SCMortgageBroker@scconsumer.gov) for additional assistance.

[License Status Quick Guide](#)