



VA Branch License 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?

This license is required for any office location that is separate and distinct from the principal office designated on form MU1 where a company, or sole proprietor, conducts business as a mortgage lender or mortgage broker on Virginia residential real estate, or where Virginia loan files are stored.

This license should only be applied for by a company that also holds or is applying for a Virginia mortgage lender or broker license.

Activities Authorized Under This License

This license authorizes:

- Virginia mortgage broker licensees to conduct Virginia mortgage broker business at the location specified in form MU3
- Virginia mortgage lender licensees to conduct mortgage lender business at the location specified in form MU3
- Virginia mortgage lender and broker licensees to conduct both mortgage lender and mortgage broker business at the location specified in form MU3

Reference: §§ 6.2-1600 and 6.2-1607 of the Code of Virginia; Section 10 of the Commission's Rules Governing Mortgage Lenders and Brokers (10VAC5-160-10)

Pre-Requisites for License Applications

Applicant has conducted business under Chapter 16 of Title 6.2 of the Code of Virginia efficiently, fairly, in the public interest, and in accordance with law.

License Delivery

Each mortgage lender and broker licensee will receive a single license from the Commission that states the full legal name of the licensee as well as any fictitious names under which the licensee is conducting business under Chapter 16 of Title 6.2 of the Code of Virginia. The license also clarifies that the licensee is authorized to engage in business under the provisions of Chapter 16 at or in the approved office location(s) of the licensee as set forth in NMLS (i.e., the physical address listed on the licensee's MU1 form and each approved branch MU3 form). The license will be mailed to the attention of the individual designated as the licensee's primary company contact in NMLS. Virginia does not issue separate paper certificates for each authorized office of mortgage lender and broker licensees.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact the *Virginia Bureau of Financial Institutions' Administration and Licensing Section* staff by phone at [\(804\) 371-9690](tel:8043719690) or send your questions via email to mortgagelicensing@scc.virginia.gov.

For U.S. Postal Service:

*Bureau of Financial Institutions
Administration and Licensing Section
PO Box 640
Richmond, VA 23218-0640*

For Overnight Delivery:

*Bureau of Financial Institutions
Administration and Licensing Section
1300 E. Main Street, Suite 800
Richmond, VA 23219*

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.

Complete	VA Branch License	Submitted via...
<input type="checkbox"/>	VA Application Fee: \$150 NMLS Initial Processing Fee: \$20	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS		
Complete	VA Branch License	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Names: If this branch is 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 <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Virginia does not limit the number of other trade names.	NMLS
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A 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 is not required to hold an active VA MLO license.	NMLS
<input type="checkbox"/>	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

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	VA Branch License	Submitted via...
No items are required to be uploaded into NMLS for this license/registration at this time.		

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	VA Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		