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: $50 including the NMLS processing fee. $36.25 will be added per FBI Criminal Background Check authorization. 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 Wyoming Division of Banking.

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 marked Filed 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 and Overnight Delivery:

Wyoming Division of Banking
2300 Capitol Avenue, 2nd Floor
Cheyenne, WY 82002
**NMLS Branch Unique ID Number:** ________________

**Applicant Legal Name:** ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>WYOMING MORTGAGE BROKER BRANCH LICENSE (BRANCH)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td><strong>Branch Manager:</strong> A branch manager must be designated for each licensed location. 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.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</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>
</tbody>
</table>
|               | N/A      | N/A            | **MU2 Individual FBI Criminal Background Check Requirements:** The following Individuals, as specified below, on the Branch Form (MU3) are required to authorize a FBI criminal background check (CBC) through NMLS.

- **Branch Mangers**
  - Any person occupying this position for Wyoming is required to submit a CBC.

After the authorization of the FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted.

See the [Quick Guides - Company 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.

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 Wyoming Division of Banking licensing staff by phone at 307-777-2425 or send your questions via e-mail to [brenda.fanning@wyo.gov](mailto:brenda.fanning@wyo.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.**