WY Pawnbroker License
New Application Checklist (Company)

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?
Pawnbrokers are entities that lend money on the security of pledged tangible personal property, or the act of purchasing tangible personal property on the condition that it may be redeemed or repurchased by the seller for a fixed price within a fixed period of time. Entities must be properly licensed if business is conducted in Wyoming at a physical location in the state or with consumers in Wyoming through other means such as telephone, mail, internet, etc.

W.S. 40-14-342 and W.S. 40-14-634

Activities Authorized Under This License
This license authorizes the following activities...
  o Pawn brokering

Pre-Requisites for License Applications

- None

Wyoming Division of Banking issues licenses electronically 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 [Wyoming Division of Banking](#) licensing staff by phone at (307) 777-6485 or send your questions via email to [Deanna.chafin1@wyo.gov](mailto:Deanna.chafin1@wyo.gov) for additional assistance.

For U.S. Postal Service and Overnight Delivery:

![ Wyoming Department of Audit
Division of Banking
2300 Capitol Avenue, 2nd Floor
Cheyenne, WY 82002 ]

**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>
<th>WY Post Dated Check Casher License</th>
<th>Submitted via…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WY License Fee: $50</td>
<td>NMLS (Filing submission)</td>
</tr>
<tr>
<td></td>
<td>WY Application Fee: $300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NMLS Initial Processing Fee: $0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Report for Control Persons: $15 per control person.</td>
<td>NMLS (Filing submission)</td>
</tr>
<tr>
<td></td>
<td>FBI Criminal Background Check for MU2 Individual: $36.25 per person.</td>
<td>NMLS (Filing submission)</td>
</tr>
</tbody>
</table>

**REQUIREMENTS COMPLETED IN NMLS**

<table>
<thead>
<tr>
<th>Complete</th>
<th>WY Pawnbroker License</th>
<th>Submitted via…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license through NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td>Financial Statements: Upload an <strong>Unaudited</strong> financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required. <strong>Note:</strong> Financial statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the Financial Statements Quick Guide for instructions.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td>Other Trade Name: 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 <strong>Other Trade Names</strong> section of the Company Form (MU1). Wyoming Division of Banking does not limit the number of other trade names. Upload a copy of the Certificate of Authority for each dba from the Wyoming Secretary of State.</td>
<td>Upload in NMLS in the Trade Name/Assumed Name Registration Certificates section of the Company Form (MU1).</td>
</tr>
<tr>
<td></td>
<td>Resident/Registered Agent: The Registered Agent must be listed under the <strong>Resident/Registered Agent</strong> section of the Company Form (MU1) and must match the information currently on record with Wyoming Secretary of State.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Complete</td>
<td>WY Pawnbroker License</td>
<td>Submitted via...</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| □        | **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**: Wyoming Division of Banking 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. Licensing  
  2. Consumer Complaint (Regulator)  
  3. Legal  
  4. Pre-Exam Contact | NMLS |
| □        | **Bank Account**: Bank account information is not required. The *Bank Account* section of the Company Form (MU1) can be left blank. | N/A |
| □        | **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). |
| □        | **Qualifying Individual**: An Individual designated as in charge of the licensee’s corporate location must be listed in the *Qualifying Individual* section of Company Form (MU1). | NMLS |
| □        | **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). | NMLS |
**MU2 Individual FBI Criminal Background Check Requirements:** The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.

- **Direct Owners**
  - Any person occupying this position would be a control person for the company and would be required to submit a CBC.

- **Executive Officers**
  - Any person occupying this position would be a control person for the company and would be required to submit a CBC.

- **Indirect Owners**
  - Any person occupying this position would be a control person for the company and would be required to submit a CBC.

- **Qualifying Individuals**
  - Any person occupying this position would be a control person for the company and would be required to submit a CBC.

After authorizing a 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.

---

**Requirements/Documents Uploaded in NMLS**

<table>
<thead>
<tr>
<th>Complete</th>
<th>WY Pawnbroker License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Certificate of Authority/Good Standing Certificate:</strong> 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 Wyoming.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This document should be named [[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing].</td>
<td><strong>Upload in NMLS:</strong> under the Document Type Certificate of Authority/Good Standing Certificate in the Document Uploads section of the Company Form (MU1).</td>
</tr>
</tbody>
</table>
### Complete WY Pawnbroker License

| **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. This document should be named Formation Documentation [Date of Creation (MM-DD-YYYY)].  
**Sole Proprietor**  
- None  
**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  |

---

**Submitted via...**

*Upload in NMLS: under **Formation Document** in the **Document Uploads** section of the Company Form (MU1).*
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).

**Management Chart:** Submit a Management chart displaying the licensee’s directors, officers, and managers (individual name and title). Must also identify compliance reporting and internal audit structure.

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.

**Organizational Chart/Description:** Submit an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.

This document should be named *[Company Legal Name] Organizational Chart.*

**Note:** If the existing uploaded organizational chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single organizational chart.

**INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS**

No individual (MU2) documents are required to be uploaded into NMLS for this license.

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

<table>
<thead>
<tr>
<th>Complete</th>
<th>WY Pawnbroker License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No items are required to be submitted outside of NMLS for this license.