Branch Request/Transition License(s)

Overview/Policy
The Request License(s) screen identifies the license/registration types available based on the business activities and states selected on the Business Activities screen. A branch may not hold more than one of the same license type in any one state.

Definitions and Charts
Not Applicable

How To

Request/Transition a License:
1. Select the checkbox next to the license/registration for which a License Request will be submitted. Note: If you are transitioning an existing license onto NMLS, enter the existing license number in the Existing License Number box.
2. Click Next to go to the confirmation page.
3. Confirm the list of licenses/registrations selected to request or transition and click Continue with Filing.
Helpful Hints

1. If requesting a new branch license/registration, leave the License Number field blank.
2. If currently licensed and requesting a transition, enter the license exactly as provided by the regulator in the space provided. Failure to do so may result in new applications fees being charged.
3. Users can Expand All or Collapse All for all states listed on this screen.

Additional Resources:

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
  - [Submitting Branch Form (MU3)](#)
  - [Surrender or Withdraw Requests](#)

See Company and Branch Help [Table of Contents](#)