



Alaska Mortgage Broker/Lender Branch Registration New Application Checklist (Branch)



CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license?

The mortgage licensee or the registered depository institution that sponsors the mortgage loan originator shall register the mortgage loan originator's home or other location where the majority of origination is done, as a branch office

This license should only be applied for by a company that also holds or is applying for the Alaska Mortgage Broker/Lender License.

See [Chapter 06.60 Alaska Secure and Fair Enforcement for Mortgage Licensing Act of 2010](#) and [Alaska Administrative Code: Title 3, Chapter 14](#) for licensing authority.

Alaska Division of Banking & Securities does not issue paper licenses for this license type.

Activities Authorized Under This License

This license authorizes the following activities...

- First mortgage brokering, second mortgage brokering, first mortgage lending, second mortgage lending, foreclosure consulting/foreclosure rescue, home equity/lines of credit, reverse mortgage activities, high cost home loans, third party mortgage loan processing, third party loan underwriting, manufactured housing financing, lead generation, and mortgage loan modifications

Pre-Requisites for License Applications

A Mortgage Broker/Lender License must be approved prior to a branch registration approval. The Alaska Division of Banking and Securities does not issue paper licenses for this license type.

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) 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.
- 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

[Branch Form \(MU3\) Filing Quick Guide](#)

[Document Upload Descriptions and Examples](#)

[Payment Options Quick Guide](#)

[License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Alaska Division of Banking & Securities* licensing staff via email at dbs.licensing@alaska.gov or by phone at (907) 465-2521 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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	Alaska Mortgage Broker/Lender Branch Registration	Submitted via...
<input type="checkbox"/>	<p>Alaska License/Registration Fee: \$300</p> <p>Alaska Application Fee: \$200</p> <p>NMLS Initial Processing Fee: \$20</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration	Submitted via...
<input type="checkbox"/>	<p>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. [3 AAC 14.425]</p>	NMLS
<input type="checkbox"/>	<p>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). Alaska does not allow more than 6 total of other trade names to be held or used.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager: A Branch Manager is defined as an individual who is in charge of the business operations of a branch office. A Branch Manager must be designated for each licensed location. A Branch Manager may not be the Branch Manager for more than one location.</p>	NMLS
<input type="checkbox"/>	<p>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).</p>	NMLS