



NE-SOS Collection Agency License New Application Checklist (Branch)

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GENERAL INFORMATION

Who is required to have this license?

A branch office of a collection agency licensed in Nebraska. This license should only be applied for by a company that also holds or is applying for a Nebraska Collection Agency License.

[Neb. Rev. Stat. § 45-609](#)

Activities Authorized Under This License

This license authorizes the following activities...

- **Third party debt collection**
- **Directly or indirectly collecting or receiving payment for others of any delinquent account, bill, claim or other indebtedness (not including mortgage indebtedness).**

Pre-Requisites for License Applications

- None

The Nebraska Collection Agency Board (“Board”) does 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. 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

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

Agency Contact Information

Contact Board staff by phone at [\(402\) 471-8606](tel:4024718606) or send your questions via email to sos.licensing@nebraska.gov for additional assistance.

For U.S. Postal Service:

Nebraska Collection Agency Licensing Board
Nebraska Secretary of State
1201 N Street, Ste. 120
P.O. Box 94608
Lincoln, NE 68509

For Overnight Delivery:

Nebraska Collection Agency Licensing Board
Nebraska Secretary of State
1201 N Street, Ste. 120
Lincoln, NE 68509

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	NE-SOS Collection Agency License	Submitted via...
<input type="checkbox"/>	<p>NE License/Registration Fee: \$50</p> <p>NMLS Initial Processing Fee: \$0</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	NE-SOS Collection Agency 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). The Board does not limit the number of other trade names.	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	NE-SOS Collection Agency License	Submitted via...
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No branch documents are required to be uploaded into NMLS for this license/registration at this time.

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

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

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	NE-SOS Collection Agency License	Submitted via...
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No items are required to be submitted outside of NMLS for this license/registration at this time.