



# GA Check Casher Branch Location New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

Georgia does not issue a separate license for each check casher branch location. Each licensee who intends to offer check cashing or the cashing of payment instruments at additional locations in Georgia, however, shall notify the Department of Banking and Finance (“Department”) through NMLS. Each location must be separately established by filing/submitting the Branch (MU3) Form through the NMLS.

All licensees are required to give the Department notice at least thirty (30) days prior to the operation of any new or additional locations not reported in either its original or renewal application. [O.C.G.A. § 7-1-704.1\(d\)](#), [Rule 80-4-1-.01\(8\)](#).

A mobile payment instrument cashing facility and kiosks operated by a licensee shall be treated as a branch location and the operations of the facility shall be conducted in accordance with the rules and regulations of the Department. [O.C.G.A. § 7-1-702.1](#).

### Activities Authorized Under This License

This license authorizes the following activities as principal. See the [Business Activities Definitions](#) for a full list and description of the activity.

- Check cashing

### Pre-Requisites for License Applications

- A branch application should only be submitted by a company that also holds or is applying for a Georgia Check Casher License.

### 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 the Non-Depository Financial Institutions (NDFI) Division licensing staff via email at [NDFI@dbf.state.ga.us](mailto:NDFI@dbf.state.ga.us) for additional assistance.

*Website:* <https://dbf.georgia.gov>

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	GA Check Casher Branch Location	Submitted via...
<input type="checkbox"/>	GA Application Fee: \$30	NMLS (Filing submission)

**REQUIREMENTS COMPLETED IN NMLS**

Complete	GA Check Casher Branch Location	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A 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. An owner or other control person for the company may be selected as the “branch manager” for one or more locations.	NMLS
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> 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).	NMLS
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. <b>Note:</b> This in no way affects the legal rights or responsibilities of the Department or its licensees to perform credit and background checks on individuals in the money service business industry.	N/A

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	GA Check Casher Branch Location	Submitted via...
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.