



## Branch New Application Checklist

Agency Requirements



### IDAHO COLLECTION AGENCY REGISTRATION (BRANCH)

This document includes instructions for a branch new application registration. If you need to complete a new application for a company location, refer to the appropriate new company application checklist.

Note: The company (corporate location) must request a new application prior to the submission of a branch form.

Total Registration costs: \$20 for the NMLS processing fee. No fees payable to the state of Idaho. **Fees collected through the NMLS ARE NOT REFUNDABLE.**

**Use the checklist below to complete the requirements for the Idaho Department of Finance.**

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Branch Form](#) through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Idaho Department of Finance  
Consumer Finance Bureau  
PO Box 83720  
Boise, ID 83720-0031

For Overnight Delivery:

Idaho Department of Finance  
Consumer Finance Bureau  
11341 W. Chinden Blvd. Ste. A300  
Boise, ID 83714

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO COLLECTION AGENCY REGISTRATION (BRANCH)
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS:</b> Provide a short explanation for any “Yes” response in the appropriate section in NMLS. <b>Upload</b> a copy of any applicable orders or supporting documents and any detailed explanations. If the explanations refer to any actions taken or attempted, challenges made or any other type of reference, all documents verifying the claim must be uploaded.</p> <p>A separate upload is required for <b>each</b> event and <b>each</b> “yes” response.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>BRANCH LEASE AGREEMENT:</b> Upload a copy of any leases, subleases, and any related documents for the branch location in compliance with applicable state and federal law.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>OTHER TRADE NAMES:</b> If applicant will be operating under a name other than its legal name, such as a “dba” or “trade” name, it must be included on the Company Form MU1. Upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State to the Trade Name/Assumed Name Registration Certificates document upload category. Only trade names associated with this branch in this state should be identified on the Branch Application form.</p>
N/A	<input type="checkbox"/>	N/A	<p><b>NOTIFICATION OF AGENTS/COLLECTORS:</b> If this branch location will involve the hiring of new agents/collectors or a change in work location address for existing agents/collectors, then an initial paper filing of new Notification of Agents/Collectors Form must be completed. Send the form and check (applicable for <b>new</b> agents only) to the Department outside NMLS. Subsequent quarterly and annual agent filings must be done through Access Idaho once the location registration is approved. Forms are available at <a href="http://www.finance.idaho.gov">www.finance.idaho.gov</a> in the Collection Agency Forms Section.</p>

Idaho will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to [collections@finance.idaho.gov](mailto:collections@finance.idaho.gov) 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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.