



## Branch New Application Checklist

Agency Requirements



### IDAHO REGULATED LENDER LICENSE (BRANCH)

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

Note: The company form (corporate location) must request a new application, if not already licensed, prior to the submission of a branch form.

Total License costs: \$370.00 including the NMLS processing fee. **Fees collected through the NMLS ARE NOT REFUNDABLE.**

**Use the checklist below to complete the requirements for 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 Document Upload Descriptions and [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 REGULATED LENDER LICENSE (BRANCH)
<input type="checkbox"/>	N/A	N/A	<p><b>BRANCH MANAGER:</b> A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who oversees, and/or who is responsible for the business operations of a branch office. Upload a copy of any agreement between the licensee and branch manager which designates the branch manager’s duties, functions, and oversight as the branch manager. This individual must be listed as the Branch Manager on the NMLS Branch Form, and his/her business address should match the branch address.</p> <p>The branch manager must complete a Form MU2 and must have an MU2 association with the company.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>VERIFICATION OF EXPERIENCE FOR BRANCH MANAGER:</b> Provide a license specific verification of experience with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for or amending a license. Detailed job descriptions and duties with all employers need to be incorporated into a verification of experience to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> <li>• Upload a detailed Verification of Experience for the Qualifying Individual (MU1) or Branch Manager (MU3) to the Verification of Experience category of the Individual Form MU2 Document Uploads section for the named Qualifying Individual/Branch Manager. The Verification of Experience must demonstrate education (e.g. describe course topics, content and number of credit hours) and/or relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the company’s training and oversight plan for this individual.</li> </ul> <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i>.</p> <p><b>Military Member or Veteran:</b> Any <i>relevant</i> and <i>applicable</i> military education, training or service received while you were a member of the armed forces can be evaluated or considered towards the experience or qualification requirements to be designated a QI/QPIC or Branch Manager. A detailed description of the education, training or service (duties) performed will need to be provided for evaluation along with any supporting documentation such as course descriptions and transcripts, training completion certificates or other verification records.</p> <p><b>This</b> document should be named <i>Verification of Experience – Military or Veteran--Idaho Consumer Lender/Payday Lender</i>.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO REGULATED LENDER LICENSE (BRANCH)
			<b>Upload in NMLS:</b> under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<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.  A separate upload is required for <b>each</b> event and <b>each</b> “yes” response.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<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.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<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.

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 [icc.mail@finance.idaho.gov](mailto:icc.mail@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.