



Company New Application Checklist

Agency Requirements



IDAHO REGULATED LENDER LICENSE

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

Total License costs: \$450.00 including the NMLS processing fee. 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 Company Form](#) filing 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](#).

Military Member, Veteran, Spouse Priority – Sole Proprietor Applicants *only*

An individual that is a current military member, veteran, or spouse of a military member or veteran, is entitled to an expedited application review once required verification documentation has been uploaded and notification to the Department of Finance has been received. To qualify, the military member or veteran must have served on active duty for at least 180 consecutive days and if discharged, the discharge must be an honorable discharge or general discharge under honorable conditions. Refer to the checklist for required documentation to be uploaded.

Additionally, if you hold a current, valid and unrestricted active regulated lender license in another state or jurisdiction, with similar qualification requirements and without any disciplinary, criminal or enforcement actions, you may be eligible for a license while completing any additionally-required Idaho application requirements.

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 **Company** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO REGULATED LENDER LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	OTHER TRADE NAME: All DBA's used by the company at any location should be listed under Other Trade Names on the NMLS Company Form. The Idaho Department of Finance does not limit the number of dba's. If the applicant will be operating under a name other than its legal name, at any location, such as a "dba" or "fictitious" name, upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State under the Trade Name/Assumed Name Registration Certificates document upload category.
<input type="checkbox"/>	N/A	N/A	RESIDENT/REGISTERED AGENT: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Idaho Secretary of State.
<input type="checkbox"/>	N/A	N/A	BANK ACCOUNT: Bank account information must be completed with company's Operating and/or Trust Primary accounts.
<input type="checkbox"/>	N/A	N/A	QUALIFYING INDIVIDUAL: A Qualifying Individual (QI) is required for the main office (MU1). This individual must be listed as the "Qualifying Individual" on the NMLS Company Form MU1 and must have an MU2 association with the company.
<input type="checkbox"/>	N/A	N/A	VERIFICATION OF EXPERIENCE FOR QI/BRANCH MANAGER: Provide a license specific Verification of Experience (VOE) 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 the VOE to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include: <ul style="list-style-type: none"> • 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

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			<p>relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the employing company's training and oversight plan for this individual and/or position.</p> <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i>.</p> <p>Military Member or Veteran: 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. 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>This document should be named <i>Verification of Experience – Military or Veteran--Idaho Consumer Lender/Payday Lender</i>.</p> <p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders, detailed letters of explanation, and/or other supporting documents in NMLS. If the explanation refers to any specific action taken, offered, or challenged, the “proof” documents must be uploaded to validate the representation. A separate entry is required for each event that requires a “yes” response.</p>
<input type="checkbox"/>	N/A	N/A	<p>BUSINESS PLAN: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ in Idaho.</p>
<input type="checkbox"/>	N/A	N/A	<p>CERTIFICATE OF AUTHORITY/GOOD STANDING CERTIFICATE: Upload a state-issued document from the Idaho Secretary of State demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.</p>
<input type="checkbox"/>	N/A	N/A	<p>DOCUMENT SAMPLES: Upload copies of documents used in the regular course of business in connection with all business activities conducted or to be conducted in Idaho. Include all documents that a consumer is expected to read, acknowledge, and/or sign.</p>
<input type="checkbox"/>	N/A	N/A	<p>FORMATION DOCUMENT: Upload a certified copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form).

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<input type="checkbox"/>	N/A	<input type="checkbox"/>	ORGANIZATIONAL CHART/DESCRIPTION: Upload an organizational chart showing the ownership hierarchy if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.
N/A	<input type="checkbox"/>	N/A	LIQUID ASSETS: Provide the two (2) most recent months of bank statements for any liquid asset accounts that are in the applicant's name verifying a total of \$30,000 available for lending purposes for the main office; or provide a verification from the depository institution written on depository letterhead and signed by a depository employee with corporate signature authorization verifying that the applicant entity has a minimum of \$30,000 liquid assets available to be used for lending purposes. Letter must include the name of the account holder, account number, verification date, and balance, and name/title of signer (Note: this amount of liquid assets is continuing in nature during the life of the license). Account information must match the bank account information listed on the Form MU1.
<input type="checkbox"/>	N/A	N/A	<p>Military Member, Veteran, Spouse Status Documentation:</p> <p>Discharged/Retired Veteran Applicant: Upload a copy of the veteran's DD Form 214 (member copy 4) or NGB -22 that confirms duration of active duty service AND type and condition of discharge under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p> <p>Active Duty Applicant: Upload a copy of your current and valid military ID card under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p> <p>Spouse of Active Duty Member: Upload a copy of current and valid military dependent ID card and a copy of marriage certificate or other legal union documentation under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p> <p>Spouse of Discharged/Retired Veteran: Upload a copy of the veteran's DD Form 214 (member copy 4) or NGB -22 that confirms duration of active duty service AND type and condition of discharge and a copy of marriage certificate or other legal union documentation under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p> <p>Email a copy of this checklist, with the Veteran Status Box above marked, and the NMLS ID Number and Applicant Legal Name boxes completed to icc.mail@finance.idaho.gov in order to notify the Department an application has been filed with veteran priority qualifications. If the required documentation to substantiate veteran or spouse qualifications has NOT been uploaded, the application will be moved to date-order received.</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 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.