



## Branch New Application Checklist Jurisdiction-Specific Requirements



### LOUISIANA LICENSED LENDER BRANCH LICENSE

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

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

The total Louisiana Consumer Credit branch application fee is \$650, payable through the NMLS at time of submission of the filing. Fees collected through the NMLS ARE NOT REFUNDABLE.

Each branch location in Louisiana, other than the main office, from which the licensee will engage in consumer credit transactions or otherwise desiring to conduct business under this license authority must be separately authorized and will require a filing of a branch application through the NMLS.

The regulator will review the company's branch filing and all required documents. All communication with you will be via e-mail through the NMLS.

**NOTE: It is extremely important that all e-mail addresses are current. Notifications of status changes and requests for information will be sent to you from the NMLS. You are responsible for checking the status of your company on the NMLS and reading all e-mails generated by the NMLS and/or OFI.**

Jurisdiction-specific requirements as identified on the checklist below must be uploaded into the NMLS within 5 business days of the electronic submission of your application through the 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](#)

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to [ofilicensing@ofi.la.gov](mailto:ofilicensing@ofi.la.gov).

NMLS Unique ID Number: \_\_\_\_\_

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

ATTACHED	FILED IN NMLS	LOUISIANA LICENSED LENDER BRANCH LICENSE
<input type="checkbox"/>	N/A	<b>SURVEY FORM.</b> The Louisiana Consumer Credit Law states that the commissioner may cause a survey to be made to determine if the proposed location meets the requirements imposed for a new licensed location; therefore, the attached Contact for Site Survey information form must be completed and uploaded under "Document Samples" before this application can be considered complete. <a href="#">Click to download form</a>

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**THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING.**

**THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**

**YOU ARE NOT AUTHORIZED TO ENGAGE IN CONSUMER CREDIT TRANSACTIONS IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.**