



Branch New Application Checklist Agency Requirements



MAINE EXEMPT BRANCH LICENSE

This document provides instructions for an “exempt” company submitting an application for a new license for its branch location. To apply for a *primary* (corporate headquarters) office license, please refer to the appropriate, separate new application checklist.

Total license costs: \$40.00, including the NMLS processing fee. *Fees collected through the NMLS are not refundable.*

Note: You should not submit a request for a branch office until after the process is completed for the primary office location.

Use the checklist below to complete the requirements for the Maine Bureau of Consumer Credit Protection.

The checklist provides instructions and requirements for 1) information to be entered in NMLS; 2) documents that must be uploaded into NMLS; and 3) 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 [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 address:

For U.S. Postal Service:

*Dept. of Professional & Financial Regulation
Bureau of Consumer Credit Protection
35 State House Station
Augusta, ME 04333*

For Overnight Delivery:

*Dept. of Professional & Financial Regulation
Bureau of Consumer Credit Protection
76 Northern Avenue
Gardiner, ME 04345*

NMLS Branch Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	EXEMPT BRANCH REGISTRATION
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION REQUIRED. <ul style="list-style-type: none">a. Corporations; provide a Certificate of Good Standing issued by the Department of the Secretary of State.b. Limited liability company; provide a copy of a Certificate of Good Standing or a Certificate of Registration issued by the Department of the Secretary of State.c. Limited partnership; provide a Certificate of Good Standing for the Limited Partnership from the Department of the Secretary of State.d. General partnership; provide a Certificate of Good Standing for the General Partnership from the City or Town in which the partnership is registered.

The regulator 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 licensing staff by phone at 207-624-8527 or send your questions via e-mail to LoanOfficerReg@maine.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.