



Branch New Application Checklist Bureau Requirements



MAINE NON-PROFIT LENDER BRANCH LICENSE

This document includes instructions for new application for a supervised lender branch location. If you need to complete a new application for the company's primary (main) office location or for an individual, refer to the appropriate new application checklists.

Note: Please be certain to complete and submit an application for the company's primary (main) office location, prior to submitting applications for branch locations.

Total License costs: \$60, including the initial and renewal NMLS processing fees. *Fees collected through the NMLS are not refundable.*

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

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

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 bureau 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, mailed to either of 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	NON-PROFIT LENDER BRANCH LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Branch Manager: 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 is in charge of, and who is responsible for the business operations of, the branch office.
<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"/>	Branch Written Agreement: Upload a copy of the agreement between the licensee and branch manager, in compliance with applicable state and federal law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surety Bond. Upload and mail an original surety bond in the amount of \$50,000 furnished by a surety company authorized to conduct business in Maine. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Use the surety bond form found below. Lender Surety Bond Form

Maine 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.