



ME Debt Collector Branch New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license?

A person or company needs to be licensed as a debt collector in this State if the principal purpose of their business is the collection of any debts directly or indirectly owed or due or asserted to be owed or due another. A license is required if the debt collector is located in Maine or if the debt collector, wherever located, attempts to collect debts incurred between a Maine resident and a business located in Maine. In addition, a license is required if the debt collector engages in face-to-face solicitation of creditors in this State as clients, or if the debt was originally incurred in Maine. Repossession companies and Residential Real Estate Property Preservation providers are also debt collectors under Maine law.

This licensing requirement applies to:

- Third-party collectors of consumer debt
- Companies that buy delinquent debt and collect on it
- Check-guarantee companies that collect on bounced checks
- Collectors of delinquent or charged-off student loan debt
- Collectors of child support debt (See 32 M.R.S.A §11002)
- Attorneys located outside of the State of Maine who collect consumer debt
- Repossession Companies
- Residential real estate property preservation providers

Note: Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) through for the debt collector license main location.

See Maine law, Title 32, Chapter 109-A

Activities Authorized Under This License

This license authorizes the following activities...

- Debt collection, debt buying, repossession.

Pre-Requisites for License Applications

- None prior to submitting the application. After application is submitted, the applicant must meet financial and business experience, character and general fitness guidelines.

The Maine Bureau of Consumer Credit Protection does not issue paper licenses for this license type.

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Maine Bureau of Consumer Credit Protection licensing staff by phone at 207-624-8527 or send your questions via email to ccp.pfr@maine.gov for additional assistance.

For U.S. Postal Service:

Department of Professional & Financial Regulation
Bureau of Consumer Credit Protection
35 State House Station
Augusta, Maine 04333

For Overnight Delivery:

Department of Professional & Financial
Regulation
Bureau of Consumer Credit Protection
76 Northern Avenue
Gardiner, Maine 04345

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	ME Debt Collector Branch	Submitted via...
<input type="checkbox"/>	ME License/Registration Transition Fee: \$200.00 NMLS Initial Processing Fee: \$0	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	ME Debt Collector Branch	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Names If this branch is operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Maine does not limit the number of other trade names. If operating under an “Other Trade Name”, upload the approval from the Maine Secretary of State proving the other trade name has been registered.	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A 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 a branch office.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
<input type="checkbox"/>	Credit Report: Branch Managers required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Branch Form (MU3).	NMLS

<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: Branch Managers are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	NMLS
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REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	ME Debt Collector Branch	Submitted via...
<input type="checkbox"/>	<p>Branch Manager Contract: Submit a copy of the signed contract between the branch manager and the licensee.</p>	<p>Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>
<input type="checkbox"/>	<p>Branch Written Agreement: Submit a copy of the agreement between the licensed company and Branch Manager, in compliance with applicable state and federal law. The document must include the following information:</p>	<p>Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

<input type="checkbox"/>	<p>Surety Bond: Branches in NMLS should be bonded through their Company (MU1) record. Companies should submit a single company bond in the amount as described below furnished by a surety company authorized to conduct business in Maine.</p> <p>The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. Click here to access the form.</p> <p>This document should be uploaded in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the <u>Company Form (MU1)</u>.</p> <p>This document should be named <i>Maine Debt Collector Surety Bond</i>. An original copy of this document must also be mailed to the address listed above.</p> <p style="text-align: center;"><u>Bond Amounts:</u></p> <ul style="list-style-type: none"> • Applicants that will undertake direct collections: \$20,000 plus \$20,000 for each additional branch • Applicants that will undertake repossessions only: \$15,000 plus \$15,000 for each additional branch • Applicants that are letter writing companies (no direct collections): \$5,000 plus \$5,000 for each additional branch 	<p>Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the COMPANY Form (MU1)</p> <p>AND Mail to</p> <p>Department of Professional & Financial Regulation Bureau of Consumer Credit Protection 76 Northern Avenue Gardiner, Maine 04345</p>
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INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

<input type="checkbox"/>	<p>Verification of Experience: Provide a license specific resume with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for a license. Detailed job descriptions and duties with all employers need to be incorporated into a resume to demonstrate experience related to the specific state license being applied for. Maine State specific requirements include:</p> <ul style="list-style-type: none"> • Resume of previous business experience of each person that will be actively in charge of each licensed office and any sole proprietor, partner of a partnership, corporate officer, member of a limited liability company or professional partnership and holder of a controlling interest in the applicant. 	<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>
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