



ME Debt Collector Branch Transition Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Transition to NMLS

Companies holding the Bureau of Consumer Credit Protection debt collector branch license are required to submit a license transition request through NMLS by filing a Branch Form (MU3) and an Individual Form (MU2) for each of their branch managers by December 31, 2023. The debt collector branch license will be available in NMLS to submit the transition request starting October 1, 2023. The transition to NMLS for this license is required.

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.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in ME, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are charged the appropriate amount. The transition number to be entered in NMLS is the Maine license number that would appear on the printed license. The three-letter prefix should be CAPITALIZED, followed by numbers without any spacing. For example, DCB1234. The transition number must match exactly. If you encounter problems entering the transition number, please contact the Bureau at 207-624-8527.

Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form must complete these actions within NMLS from October 1, 2023 onward. Paper forms will not be accepted after October 1, 2023.

Activities Authorized Under This License

- This license authorizes the following activities:
- Debt collection, debt buying, repossession.

Document Uploads Guidance

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

- [Transitioning an Existing Branch License](#)
- [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](tel:2076248527) 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"/>	<p>ME License/Registration Transition Fee: \$200.00</p> <p>NMLS Initial Processing Fee: \$0</p>	<p>NMLS</p> <p>N/A</p>

REQUIREMENTS COMPLETED IN NMLS

Complete	ME Debt Collector Branch	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the Transitioning an Existing Branch License Quick Guide for instructions on how to submit the transition request.</p> <p>When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. All current licensees/registrants must transition their license onto NMLS on or before December 31, 2023.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Names: If this branch is operating under a name that is different from the licensee’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). The Bureau of Consumer Credit Protection does not limit the number of other trade names.</p> <p>If operating under an “Other Trade Name”, upload a Maine authorization to do business under an assumed name regarding ability to do business under that trade name.</p> <p>This document should be named <i>Debt Collector Trade Name – Assumed Name</i>.</p>	<p>Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>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.</p>	NMLS
<input type="checkbox"/>	<p>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).</p>	NMLS

Note	Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	ME Debt Collector Branch	Submitted via...
<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> <p>(Existing licensees seeking renewal):</p> <p>Monthly average of Gross Collections on behalf of Maine creditors (excluding Direct Payments) for the preceding 12 months.</p> <ul style="list-style-type: none"> • Over \$40,000 a month: \$50,000 • \$30,000 - \$40,000 a month: \$45,000 • \$20,000 - \$30,000 a month: \$35,000 • \$10,000 - \$20,000 a month: \$25,000 • Under \$10,000 a month: \$15,000 	<p>Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p> <p>AND Mail to Department of Professional & Financial Regulation Bureau of Consumer Credit Protection 76 Northern Avenue Gardiner, Maine 04345</p>

	<p>(Other existing licensees seeking renewal):</p> <ul style="list-style-type: none">• Applicants that will undertake repossessions only: \$15,000• Applicants that are letter writing companies (no direct collections): \$5,000	
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INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.