



Branch New Application Checklist

Agency Requirements



MINNESOTA BRANCH REGISTRATION

This document includes instructions for branch registration requirements for offices located in Minnesota. 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.

Total License costs: \$20 including the NMLS processing fee. Minnesota does not charge a branch registration fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

For help with the NMLS application, see the [Quick Guide for submitting a complete Branch Form](#) through NMLS

For U.S. Postal Service:

*Department of Commerce
Financial Institutions Division
85 7th Place East
Suite 500
St. Paul, MN 55101*

For Overnight Delivery:

*Department of Commerce
Financial Institutions Division
85 7th Place East
Suite 500
St. Paul, MN 55101*

This document includes instructions for a registering a branch that is located in the State of Minnesota. Minnesota law does not require a branch license. The NMLS Branch Form should ONLY be completed for branch offices with a physical location in Minnesota.

Minnesota Department of Commerce 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 Financial Institutions licensing staff by phone at 651-539-1600 or send your questions via e-mail to mortgage.commerce@state.mn.us 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.