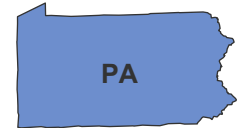




Branch Amendment Checklist

Agency Requirements



PENNSYLVANIA DEBT MANAGEMENT SERVICES LICENSE (BRANCH)

Instructions

1. Licensees are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Pennsylvania Department of Banking and Securities changes in any material respect, the licensee must notify the Department of the change within 10 days after the change.
2. There are no Department or NMLS processing fees for amendments.
3. A branch manager must be designated for each licensed location. The branch manager must be physically located at the licensed location and may serve as the branch manager for only one location.
4. Any change of address or branch manager must also be reported on the Branch and Individual application forms.
5. Contact Pennsylvania Department of Banking and Securities, Non-Depository Licensing Office staff by phone at 717-787-3717 or send your questions via email to ra-asklicensing@pa.gov for additional assistance.
6. The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission of your application through NMLS via email to ra-AskLicensing@pa.gov

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change in Branch Manager: A change in branch manager of a licensed office must be reported as an Amendment on the Branch application with a new Individual form submitted through the NMLS. Criminal background, credit check and tax certificate is required in most circumstances. See the new application checklists for details on the requirements of criminal history background checks, credit history checks and tax certification.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide complete details of all events or proceedings for any “Yes” answer to any of the disclosure questions for the branch manager, if not already disclosed to the Department. Upload a copy of any applicable orders or supporting documents (such as respective criminal or civil court documents, administrative orders, and/or related public documents) in NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change to Books and Records Location: A change in the address of business books and records to a location other than the principal place of business, when approved by the department through NMLS, is deemed an approved alternate site record keeping location for purposes of the Debt Management Services Act and will furthermore constitute as a valid change or termination of an existing alternate site record keeping location.

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 the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717) 787-3717 or send your questions via e-mail to ra-asklicensing@pa.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.