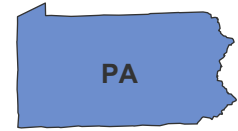




Branch New Application Checklist

Agency Requirements



PENNSYLVANIA RETAIL GROCERY STORE CHECK CASHER REGISTRATION (BRANCH)

This document includes instructions for a Retail Grocery Store Check Casher Branch Registration new application request.

Total License costs: \$100. Fees collected through NMLS ARE NOT REFUNDABLE.

Do not authorize a credit report. DO NOT CHECK the box entitled “REQUEST A NEW CREDIT REPORT.” If the box is checked for any individual associated with the licensee, authorization is granted to pull a credit report for that individual and the licensee will be required to pay the credit report processing fee of \$15 fee per report. Fees collected through NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for the Pennsylvania Department of Banking and Securities.

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

Note: The company (principal/headquarter location) must request a new application prior to the submission of a branch new application form.

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

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Note: All other documents are uploaded in the Filing tab under the “Document Upload” section of the Company (MU1) Form.

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 NMLS at the following:

For U.S. Postal Service:

*The Pennsylvania
Department of Banking and Securities
Non-Depository Licensing Division
17 N 2nd Street
Ste 1300
Harrisburg, PA 17101-2290*

For Overnight Delivery:

*The Pennsylvania
Department of Banking and Securities
Non-Depository Licensing Division
17 N 2nd Street
Ste 1300
Harrisburg, PA 17101-2290*

NMLS **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	PENNSYLVANIA RETAIL GROCERY STORE CHECK CASHER REGISTRATION(BRANCH)
<input type="checkbox"/>			Branch Manager: An individual designated as the branch manager for a registered branch location. This individual may be the same person who is designated as the Qualifying Individual on the company application (MU1 form), or may also be a direct owner or executive officer.
<input type="checkbox"/>	<input type="checkbox"/>		Compliance with local zoning laws: Provide a signed statement by the applicant that the applicant is operating and in compliance with all local zoning laws and laws pertaining to the operation of a business in this Commonwealth.
<input type="checkbox"/>	<input type="checkbox"/>		Compliance with Municipal and County Ordinances: Provide a signed statement by the applicant that the applicant has complied with all applicable municipal and county ordinances or requirements for doing business.
<input type="checkbox"/>	<input type="checkbox"/>		Retail Food Store License/Registration: Provide copy of License or Registration as an Eating or Drinking Place or a Food Establishment Food Store.

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/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.