



## Branch New Application Checklist

Agency Requirements



### OKLAHOMA DEFERRED DEPOSIT LENDER BRANCH LICENSE

This document includes instructions for a new Deferred Deposit Lender Branch checklist. 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: \$1,550.00 - Fees collected through the NMLS ARE NOT REFUNDABLE.

**Use the checklist below to complete the requirements for Oklahoma Department of Consumer Credit.**

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

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

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

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OKLAHOMA DEFERRED DEPOSIT LENDER BRANCH LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Other Trade Name:</b> DBA's should be listed under Other Trade Names on the NMLS Branch Form. If the applicant will be operating under a name other than its legal name, such as "dba" or "fictitious" name, provide a file-stamped copy of the Trade Name Report from the appropriate Secretary of State. <a href="#">Oklahoma Department of Consumer Credit</a> does not allow more than 6 dba's per Company. Companies are prohibited from using more than one trade name, fictitious name or dba for each license obtained. Therefore, please be advised that applicants may not list more than one name in the "Other Trade Names" section on the NMLS Branch Form for Oklahoma. A Branch may apply for additional licenses for additional Other Trade Names by selecting the Other Trade Name license types in the NMLS and submitting a file-stamped copy of the Certificate of Assumed Business Name.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Resident/Registered Agent:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload an unaudited financial statement signed by the owner or an officer of the company or corporation, dated and notarized. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. This statement shall reveal that the company has available for regulated loan operations, net or free assets of at least \$25,000.00. For sole proprietorship, the owner's personal financial statement must show assets of the required amount. For partnerships or limited liability companies the combined assets of the partners or members must equal or exceed the required \$25,000.00. If filing as a company or corporation please submit the most recent balance sheet. If applicant is a start-up company, only an initial Statement of Condition is required</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Veritec Forms:</b> Terms of Use Form, Oklahoma DDL Agreement for Database Services Form, &amp; ACH Authorization/Enrollment Form. These forms need to be completed and submitted to Veritec:</p> <p><b>Veritec Solutions, LLC</b>  <b>The Baywood Center</b>  <b>9428 Baymeadows Road</b>  <b>Suite 600</b>  <b>Jacksonville, FL 32256</b></p> <p><a href="#">CLICK TO DOWNLOAD FORMS</a></p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Record Keeping and Location of Examination Forms:</b> These forms are for lenders whose records will be maintained at a location other than the licensed location. You must complete these forms showing that your company is willing to pay expenses for an examiner(s) to visit your out of</p>

			state location to conduct the annual examination of books and records. You will be contacted before any such visit:  <a href="#">CLICK TO DOWNLOAD FORMS</a>
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The regulator will review the filling 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 [Oklahoma Department of Consumer Credit](#) licensing staff by phone at [405-521-3653](tel:405-521-3653) or send your questions via e-mail to [okstate@okdocc.ok.gov](mailto:okstate@okdocc.ok.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.