

**New Branch Application Fee: \$600.00 for each NEW branch location to be licensed.**

Form D

**Instructions:** Complete this form, which must include notarized signature of owner, officer or partner of applicant, and return with \$600.00 branch license fee. Make checks payable to the Office of the State Bank Commissioner, 700 SW Jackson, Suite 300, Topeka, KS 66603-3796. Personal checks are not accepted. Duplicate this form as needed.

**Mortgage Company Branch Application**

1. Current Kansas Mortgage Company License Number\*: \_\_\_\_\_  
(\*N/A if submitted with a NEW Mortgage Company application)

2. Name of Mortgage Company: \_\_\_\_\_  
(Legal Name)

3. Trade name (d/b/a), if applicable\*: \_\_\_\_\_  
**\*Note: d/b/a's cannot contain words such as Company, Corporation, Incorporated, Co., Inc., Corp., LTD, LLC, or LLP.**

4. Branch business address: \_\_\_\_\_  
(Street) Phone (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

5. Is any other business, including mortgage business by another company, being conducted at this business address?  
\_\_\_\_\_ No \_\_\_\_\_ Yes (If Yes, please explain) \_\_\_\_\_

6. For examination purposes: Are loan documents maintained at this location? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If No, please explain) \_\_\_\_\_

7. Are you claiming this branch as a Kansas bona fide location? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, you must provide a complete executed copy of the lease agreement in the legal name of the company for this new branch location.

**To be completed by Authorized Owner, Officer or Partner of Mortgage Company Licensee:**

(Authorized individuals are those that have been identified by your company and have submitted Confidential Background Information Consent Forms to the OSBC. Signatures of unauthorized individuals on this form or any other applications submitted to the OSBC will not be accepted and returned.)

I hereby request the addition of the new branch location identified above. I understand Mortgage Company Licensees are responsible for all activities conducted at their branch locations. I understand I am required to notify the OSBC within 10 days of the addition, address change or closure of branch locations. I further understand that Mortgage Company Licenses are non-transferable and non-assignable, and no other entity may conduct business under the authority of our Mortgage Company License.

Signature of authorized owner, officer or partner: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of authorized owner, officer or partner) (Title) (Date)

STATE OF \_\_\_\_\_) COUNTY OF \_\_\_\_\_)

Sworn and subscribed before me on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Print Name of owner, officer or partner listed above.)

(NOTARY SEAL) \_\_\_\_\_ My commission expires: \_\_\_\_\_  
Notary Public Signature

Enclose the necessary Confidential Background Information Consent forms (Form A) and fingerprint requirements for any owner, officer or partner associated with this location that has not already filed with the Office of the State Bank Commissioner.

Any individual meeting the definition of a Loan Originator must register with the Office of the State Bank Commissioner. (See K.S.A. 9-2201(f)) K.S.A 9-2204 states that any individual required to register as a loan originator pursuant to this act shall submit to the commissioner an application for registration on forms prescribed and provided by the commissioner. (Form G - Loan Originator Form)

\*\*Providing a social security number is voluntary, however, if it is not provided application processing may be delayed. The number is requested pursuant to K.S.A. 9-2201 et seq., and/or 16a-1-101 et seq., and may be used to identify applicants in criminal history and financial information investigations, provided to the Kansas Department of Revenue pursuant to K.S.A. 74-139 and/or provided to the Kansas Department of Social and Rehabilitation Services pursuant to K.S.A. 74-148 and K.S.A. 39-758.