

APPLICATION FOR LICENSE: MORTGAGE BROKER BRANCH OFFICE

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

Name of Applicant (Last, First, Middle or Name of Corporation/Partnership/LLC/LLP) – AS IT APPEARS ON LICENSE:		BOARD USE ONLY	Approved	Initials/Date
Address of Branch Office (Include street address, suite no., city, state and zip code)			Effective Date	License No. MBB -
Branch Office Mailing Address (if different from above):				
License No. of Main Office: MB-	Telephone No. of Principal Office: ()			
	Telephone No. of Branch Office: ()			

INSTRUCTIONS

All branch offices shall be registered and conform with the permitted use under the zoning code of the county government.

- Fill in all requested information. The application will not be processed if incomplete. Name of applicant must be exactly as the licensed main office.
- Attach** the appropriate fee. Make check payable to: Commerce and Consumer Affairs
 - If applying for licensure in an odd-numbered year, pay \$195
(Nonrefundable application fee - \$25 + License fee - \$50 + CRF - \$70 + ½ renewal - \$50)
 - If applying for licensure in an even-numbered year, pay \$110*
(Nonrefundable application fee - \$25 + License fee - \$50 + CRF - \$35)

(Note: A \$25.00 service charge will be assessed for payments that are dishonored for any reason)
*Subject to renewal on or before December 31 of each even-numbered year regardless of when license is issued.
- For the Solicitor-in-charge of the branch office – **attach** the following:

If you are currently licensed as a mortgage solicitor and was never a principal solicitor:

 - Complete Application for Designated Principal Mortgage Solicitor (MB-13);
 - Application fee of \$25;
 - Experience Certificate (MB-03);
 - Releasing letter;
 - \$10 reissuance fee.

If you previously held a Designated Principal Mortgage Solicitor’s license:

 - Releasing letter and letter of hire;
 - \$10 reissuance fee.

If you are a new mortgage solicitor:

 - Complete Application for a Mortgage Solicitor license (MB-02);
 - Fee of \$195 if licensed in odd numbered year or \$110 if licensed in even numbered year;
 - Complete Application for Designated Principal Mortgage Solicitor (MB-13);
 - Experience Certificate (MB-03).
- Mail application to Mortgage Brokers & Solicitors, PVL Licensing Branch, DCCA, P.O. Box 3469, Honolulu, HI 96801, or deliver to PVL Licensing Branch, 335 Merchant St., Room 301, Honolulu, HI 96813.

CERTIFICATION

I, the undersigned, being an authorized representative of the applicant for license as a mortgage broker branch office, hereby certify that the statements in this application are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license and is a misdemeanor (Section 710-1017, Sections 436B-19, and 454-4, Hawaii Revised Statutes).

_____	_____	_____
Date	Print Name	Signature of Designated Principal Mortgage Solicitor in Charge of New Branch Office
_____	_____	_____
Date	Print Name	Signature of Designated Principal Mortgage Solicitor of Main Office

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

MB-14 0807R	Appl 416..... \$25	½ Ren..... 413..... \$50
	Lic..... 415..... \$50	Reissuance Fee DUP \$10
	CRF 418..... \$35/70	Service Charge..... BCF..... \$25