

Branch Office License Endorsement Checklist

The NMLS record must match the information on file with the California Department of Real Estate (DRE). It is strongly recommended that a copy of the DRE public license printout is obtained while undergoing this process. Click on the link to obtain a DRE public license printout:

<http://www2.dre.ca.gov/PublicASP/ppinfo.asp>.

1. If MLO licensed activities are going to be performed at a branch office, a DRE branch office license must be on file with the Department and the Branch (MU3) form must be submitted through NMLS and approved by DRE.
2. Licensed brokers or corporations may apply for a MLO license endorsement and register a branch office through NMLS simultaneously by submitting the Branch (MU3) form, providing the branch office license has been issued by DRE and is reflected on DRE records.
3. A separate Branch Office license endorsement certificate will not be issued by DRE.
4. A license endorsement that is issued before October 31st, will be valid through December 31st of the same year, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1st will be valid through December 31st of the following year.
5. Fees are collected through NMLS and are **NOT REFUNDABLE**. For further information regarding fees, refer to the [Real Estate MLO License Endorsement Fee Summary](#).

Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the DRE Licensing Section at (877) 373-4542.

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (855) 665-7123.