



MASSACHUSETTS FOREIGN TRANSMITTAL AGENCY LICENSE

Instructions

1. **Please read this document, as well as the instructions on the Uniform Money Services Business Branch/Agent Office Form (MSB3) and Uniform Money Services Business Biographical Statement & Consent Form (MSB2) carefully. Incomplete license application packages will not be accepted and will be returned to the applicant.**
2. Each branch/agent location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MSB3.
3. The Branch/Agent Application Investigation Fee is \$300.00 per branch/agent application. The Applicant will be invoiced through NMLS for the appropriate Investigation Fee(s). The Investigation Fee is NOT REFUNDABLE.
4. The Branch/Agent License Fee is \$200.00 and is required to be paid after the Commissioner of Banks approves an application. The Applicant will be invoiced through NMLS for the appropriate License Fee(s).
5. Below is a checklist detailing all Branch/Agent Application requirements:
6. Please submit a complete application package to the email address below:

Massachusetts Division of Banks

Attn: Licensing Unit

Email: dob.ftannualreport@mass.gov

Email Subject Line: *Company Legal Name (NMLS ID#):* Branch/Agent – New Application

Applicant Legal Name: _____

EMAIL	Not Applicable	ITEM
<input type="checkbox"/> Email to: dob.ftannualreport@mass.gov		BRANCH/AGENT – NEW APPLICATION CHECKLIST: Email the completed branch/agent application checklist to the Division of Banks along with all required addenda as an email attachment. Email Subject Line: <i>Company Legal Name (NMLS ID#):</i> Branch/Agent – New Application
<input type="checkbox"/>		BRANCH/AGENT APPLICATION FORM. Submit a complete Uniform Money Services Business Branch/Agent Office Form (FORM MSB3).
NOTE		INVESTIGATION FEE. An invoice will be created by the Division of Banks (Massachusetts) for the Investigation Fee of \$300.00 per branch/agent application. Within five (5) days of receipt of an invoice through NMLS, remit payment through the system. For technical assistance with payment submissions, please contact the NMLS Call Center at 855-665-7123.
<input type="checkbox"/>		FORM MSB2. Submit a complete Uniform Money Services Business Biographical Statement & Consent Form (Form MSB2) for the Branch/Agent Manager.
<input type="checkbox"/>		AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Provide an executed copy of the CORI REQUEST FORM , and a copy of the individual's government issued photographic form of identification, for the Branch/Agent Manager.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the "Disclosure Questions" on Forms MSB2.

WHO TO CONTACT – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 61479 or email nmls@mass.gov for additional assistance.

THE BRANCH/AGENT IS NOT AUTHORIZED TO ENGAGE IN FOREIGN TRANSMITTAL ACTIVITIES IN THE COMMONWEALTH OF MASSACHUSETTS UNTIL IT HAS OBTAINED LICENSURE IN MASSACHUSETTS.