



IDAHO
DEPARTMENT OF FINANCE

BRAD LITTLE
Governor

SALVADOR CRUZ
Director

March 18, 2025

RE: Transition to Nationwide Multistate Licensing System Required

Dear Licensee:

To support more efficient government operations and streamline processes, the Idaho Department of Finance will require all licensees under the Idaho Credit Code to transition their licenses to the Nationwide Multistate Licensing System (NMLS) in 2026.

Transitioning to NMLS prior to the paper filing renewal deadline of May 31, 2026, means licensees will not have to file a separate paper renewal, and the license will be in effect through December 31, 2026. The Department fee to transition the license is \$87.95. NMLS charges a \$120 processing fee which is not retained by the Department.

We strongly encourage filing a Transition Request through NMLS by May 1, 2026, to ensure the request is processed prior to May 31, 2026. Once transitioned, the license expiration date moves to December 31 of each year with renewal filed through NMLS between November 1 and December 31 of each year.

When filing a Transition Request, keep in mind there are changes coming to Individual Disclosures that will require control persons to make changes to their filings. More information can be found through the following link:

<https://mortgage.nationwidelicensingsystem.org/knowledge/Products/nmls/stateresourcecenter/SitePages/Disclosure-Questions-Update.aspx>

Failure to transition to NMLS prior to May 31, 2026, will require the licensee to file the paper renewal form no later than May 31, 2026, and pay the \$150 renewal fee to maintain their license through May 31, 2027. The licensee will still need to transition their license to NMLS prior to December 31, 2026, or their license will expire effective May 31, 2027, and a new application will be required.

The checklist for completing a Transition Request through NMLS is attached to this communication. Our staff are available to answer questions regarding the checklist items by emailing ICC.Mail@finance.idaho.gov. If assistance is needed navigating NMLS, review the information on the NMLS Resource Center or call 1-855-665-7123.

Sincerely,

A handwritten signature in black ink, appearing to read "Erin Van Engelen".

Erin Van Engelen
Consumer Finance Bureau Chief
Idaho Department of Finance

IDAHO DEPARTMENT OF FINANCE

11341 W. Chinden Blvd., Ste. A300, Boise, ID 83714

Mail To: P.O. Box 83720, Boise ID 83720-0031

Phone: (208) 332-8000 Fax: (208) 332-8096

<http://finance.idaho.gov>



Combined

2026 Transition Checklist

Idaho Department of Finance

License Types

- Regulated Lender License

Agency Contact Information

Contact the Idaho Department of Finance licensing staff by phone at (208) 332-8000 or send your questions via [e-mail](#) for additional assistance.

U.S. Postal Service:

Idaho Department of Finance

P.O. Box 83720

Boise, ID 83720-0031

Overnight Deliveries:

Idaho Department of Finance

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THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL OF THE REQUIREMENTS OF THE AGENCY FOR THE LICENSE TYPE IN QUESTION. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE ACTIONS THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

This document includes instructions for a company (corporate location) transition request. If you need to complete a transition request for a branch location refer to the appropriate branch transition checklist.

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Idaho will review the filing 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.

Complete	Requirement Items	Submitted via...
<input type="checkbox"/>	Other Trade Name: All DBA's used by the company at any location should be listed under Other Trade Names on the NMLS Company Form. The Idaho Department of Finance does not limit the number of dba's. If the applicant will be operating under a name other than its legal name, at any location, such as a "dba" or "fictitious" name, upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State under the Trade Name/Assumed Name Registration Certificates document upload category.	NMLS
<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Idaho Department of Finance and Idaho Secretary of State.	NMLS
<input type="checkbox"/>	Bank Account: Bank account information must be completed with company's Operating and/or Trust Primary accounts.	NMLS

<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE FOR QI/BRANCH MANAGER: Provide a license specific resume with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for or amending a license. Detailed job descriptions and duties with all employers need to be incorporated into a resume to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> · Upload a detailed Verification of Experience for the Qualifying Individual (MU1) or Branch Manager (MU3) to the Verification of Experience category of the Individual Form MU2 Document Uploads section for the named Qualifying Individual/Branch Manager. The Verification of Experience must demonstrate education (e.g. describe course topics, content and number of credit hours) and/or relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the company's training and oversight plan for this individual. <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i></p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ or does employ in Idaho. This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Upload a state-issued document by the Idaho Secretary of State demonstrating that the corporation or limited liability company (LLC) exists and is authorized to do business in the state. This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Document Samples: Upload copies of documents used in the regular course of business in connection with all business activities conducted or to be conducted in Idaho. Include all documents that a consumer is expected to read, acknowledge, and/or sign. This includes information previously submitted in paper format to the Department and any new forms since last review.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Formation Document: Upload a certified copy of:</p>	<p>NMLS</p>

	<ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form). <p>This includes information previously submitted in paper format to the Department.</p>	
<input type="checkbox"/>	Organizational Chart/Description: Upload an organizational chart showing the ownership hierarchy if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.	NMLS
<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders, detailed letters of explanation, and/or other supporting documents in NMLS. If the explanation refers to any specific action taken, offered, or challenged, the “proof” documents must be uploaded to validate the representation. A separate entry is required for <u>each</u> event that requires a “yes” response.	NMLS
<input type="checkbox"/>	Qualifying Individual: A Qualifying Individual (QI) is required to be appointed for all locations where the licensee conducts business with consumers. This individual must be listed as the “Qualifying Individual” on the NMLS Company Form, and his/her business address must match the address listed as the “Main Address” on the Company Form and must have an MU2 association with the company.	NMLS

Updated 3/6/2026



Combined

2026 Transition Checklist

Idaho Department of Finance

License Types

- Payday Lender License

Agency Contact Information

Contact the [Idaho Department of Finance](#) licensing staff by phone at [\(208\) 332-8000](tel:(208)332-8000) or send your questions via [e-mail](#) for additional assistance.

U.S. Postal Service:

Idaho Department of Finance

P.O. Box 83720

Boise, ID 83720-0031

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Complete	Requirement Items	Submitted via...
<input type="checkbox"/>	Other Trade Name: All DBA's used by the company at any location should be listed under Other Trade Names on the NMLS Company Form. The Idaho Department of Finance does not limit the number of dba's. If the applicant will be operating under a name other than its legal name, at any location, such as a "dba" or "fictitious" name, upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State under the Trade Name/Assumed Name Registration Certificates document upload category. This includes information previously submitted in paper format to the Department.	NMLS
<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Idaho Department of Finance and Idaho Secretary of State.	NMLS

<input type="checkbox"/>	<p>Bank Account: Bank account information must be completed with company's Operating and/or Trust Primary accounts.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE FOR BRANCH MANAGER: Provide a license specific resume with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for or amending a license. Detailed job descriptions and duties with all employers need to be incorporated into a resume to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> · Provide a detailed Verification of Experience for the Qualifying Individual (MU1) or Branch Manager (MU3) to the Verification of Experience category of the Individual Form MU2 Document Uploads section for the named Qualifying Individual/Branch Manager. The Verification of Experience must demonstrate education (e.g. describe course topics, content and number of credit hours) and/or relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the company's training and oversight plan for this individual. <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ or does employ in Idaho. This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Upload a state-issued document by the Idaho Secretary of State demonstrating that the corporation or limited liability company (LLC) exists and is authorized to do business in the state. This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Document Samples: Upload copies of documents used in the regular course of business in connection with all business activities conducted or to be conducted in Idaho. Include all documents that a consumer is expected to read, acknowledge, and/or sign. This includes information previously submitted in paper format to the Department and any new forms since last review.</p>	<p>NMLS</p>

<input type="checkbox"/>	<p>Formation Document: Upload a certified copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form). <p>This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Management Chart: Upload an organizational chart showing the applicant's divisions, officers, and managers including QI with full names and position titles. This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Organizational Chart/Description: Upload an organizational chart showing the ownership hierarchy if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders, detailed letters of explanation, and/or other supporting documents in NMLS. If the explanation refers to any specific action taken, offered, or challenged, the "proof" documents must be uploaded to validate the representation. A separate entry is required for <u>each</u> event that requires a "yes" response. This includes information previously submitted in paper format to the Department.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Qualifying Individual: A Qualifying Individual (QI) is required to be appointed for all locations where the licensee conducts business, directly or indirectly, with consumers. This individual must be listed as the "Qualifying Individual" on the NMLS Company Form, and his/her business address must match the address listed as the "Main Address" on the Company Form. The QI must have an MU2 association with the company.</p>	<p>NMLS</p>

Updated 3/6/2026



Combined 2026 Transition Checklist

Idaho Department of Finance

License Types

- Regulated Lender License (Branch)

Agency Contact Information

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Boise, ID 83720-0031

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Note: The company (corporate location) must request a transition prior to the submission of a branch form.

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Complete	Requirement Items	Submitted via...
<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE FOR BRANCH MANAGER: Provide a license specific resume with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for or amending a license. Detailed job descriptions and duties with all employers need to be incorporated into a resume to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> · Upload a detailed Verification of Experience for the Qualifying Individual (MU1) or Branch Manager (MU3) to the Verification of Experience category of the Individual Form MU2 Document Uploads section for the named Qualifying Individual/Branch Manager. The Verification of Experience must demonstrate education (e.g. describe course topics, content and 	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>

	<p>number of credit hours) and/or relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the company's training and oversight plan for this individual.</p> <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i>.</p>	
<input type="checkbox"/>	<p>Branch LEASE Agreement: Upload a copy of any leases, subleases, and any related documents for the branch location in compliance with applicable state and federal law.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Names: If applicant will be operating under a name other than its legal name, such as a "dba" or "trade" name, it must be included on the Company Form MU1. Upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State to the Trade Name/Assumed Name Registration Certificates document upload category. Only trade names associated with this branch in this state should be identified on the Branch Application form.</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Provide a short explanation for any "Yes" response in the appropriate section in NMLS. Upload a copy of any applicable orders or supporting documents and any detailed explanations. If the explanations refer to any actions taken or attempted, challenges made or any other type of reference, all documents verifying the claim must be uploaded.</p> <p>A separate upload is required for <u>each</u> event and <u>each</u> "yes" response.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager: A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who oversees, and/or who is responsible for the business operations of a branch office. Upload a copy of any agreement between the licensee and branch manager which designates the branch manager's duties, functions, and oversight as the branch manager. This individual must be listed as the Branch Manager on the NMLS Branch Form, and his/her business address should match the branch address.</p> <p>The branch manager must complete a Form MU2 and must have an MU2 association with the company.</p>	NMLS

Updated 3/10/2026



Combined

2026 Transition Checklist

Idaho Department of Finance

License Types

- Payday Lender License

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	<p>category of the Individual Form MU2 Document Uploads section for the named Qualifying Individual/Branch Manager. The Verification of Experience must demonstrate education (e.g. describe course topics, content and number of credit hours) and/or relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the company's training and oversight plan for this individual.</p> <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i>.</p>	
<input type="checkbox"/>	<p>Branch LEASE Agreement: Upload a copy of any leases, subleases, and any related documents for the branch location in compliance with applicable state and federal law. This includes information previously submitted in paper format to the Department.</p>	NMLS
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<input type="checkbox"/>	<p>Branch Manager: A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who oversees, and/or who is responsible for the business operations of a branch office. Upload a copy of any agreement between the licensee and branch manager which designates the branch manager's duties, functions, and oversight as the branch manager. This individual must be listed as the Branch Manager on the NMLS Branch Form, and his/her business address should match the branch address.</p>	NMLS

	The branch manager must complete a Form MU2 and must have an MU2 association with the company.	
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Updated 3/10/2026