

Branch Office License Endorsement Checklist

The NMLS record must match the information on file with CalBRE. It is strongly recommended that a copy of the CalBRE public license printout is obtained while undergoing this process. Click on the link to obtain a CalBRE public license printout: <http://www2.dre.ca.gov/PublicASP/pplinfo.asp>.

1. If MLO licensed activities are going to be performed at a branch office, a CalBRE branch office license must be on file with the Bureau and the Branch (MU3) form must be submitted through NMLS and approved by CalBRE.
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 CalBRE and is reflected on CalBRE records.
3. A separate Branch Office license endorsement certificate will not be issued by CalBRE.
4. A license endorsement which 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 CalBRE 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.