



# CA-DFPI California Financing Law License Company Transition Checklist

---

## GENERAL INFORMATION

### Transition to NMLS

Companies holding a California Financing Law license not currently licensed in California through NMLS must submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each control person by **December 31, 2021**.

Follow the NMLS guidance, [Transitioning An Existing Company License](#), to begin the process of transitioning your license onto NMLS. Follow [the NMLS Company \(MU1\) Form Filing Instructions](#) for guidance on completing the Company Form. In addition to the NMLS guidance, this checklist provides additional information on areas specific to your California Financing Law license.

### Frequently Asked Questions

To find answers on questions specific to transitioning under the California Financing Law, visit the [CFL NMLS Transition FAQs](#).

### Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is an applicable document category. If an inapplicable document is uploaded in a category, you will be asked to remove it from NMLS.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (the history of the old document will remain in NMLS).
- For state-specific documents (ex., the business plan), be sure to indicate the applicable state.

### Helpful Resources

The [NMLS Resource Center](#) provides the below guides as well as others to assist users with navigating NMLS.

- [NMLS Policy Guidebook](#)
- [Transitioning an Existing Company License Quick Guide](#)
- [Company \(MU1\) Form Filing Instructions](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)

### Agency Contact Information

Contact the Department of Financial Protection and Innovation by phone at [\(866\) 275-2677](tel:8662752677) or send your questions via email to [CFL.Inquiries@DFPI.ca.gov](mailto:CFL.Inquiries@DFPI.ca.gov) for additional assistance. For all documents required to be submitted directly to CA-DFPI, mail the documents to the following address.

*For U.S. Postal Service and Overnight Delivery:*

*Department of Financial Protection and Innovation  
CFL Licensing Unit – NMLS Transition  
320 West 4<sup>th</sup> Street, Suite 750  
Los Angeles, CA 90013*

**THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING.  
THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH  
NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**

NMLS ID Number	
Legal Name	

**LICENSE FEES** - Fees collected through NMLS are **NOT REFUNDABLE OR TRANSFERABLE**.

Complete	CA-DFPI California Financing Law Company License	Submitted via...
<input type="checkbox"/>	<b>CA-DFPI Transition Fee:</b> None <b>NMLS Initial Set-up Fee:</b> \$100	<b>NMLS (Filing submission)</b>

**TRANSITION CHECKLIST**

Complete	CA-DFPI California Financing Law Company License Transition to NMLS	Submitted via...
<input type="checkbox"/>	<p><b>Submit Company Form (MU1):</b> Complete and submit the Company Form (MU1) in NMLS.</p> <p>See the <a href="#">Transitioning an Existing License Quick Guide</a> for instructions on how to submit the transition request.</p> <p><b>Questions?</b> The <a href="#">CFL NMLS Transition FAQs</a> provides answers to frequently asked questions.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Submit an Individual Form (MU2)</b> for each natural person required to be reported to the CA-DFPI. If the owner or executive officer has previously submitted a set of fingerprints for a criminal background check, a new set of fingerprints is not required.</p> <p>If you are reporting a natural person owner or executive officer for the first time during the transition, submit the Individual Form (MU2), a set of fingerprints, and the required fees. Refer to the <a href="#">Background Check Guidance</a> for assistance, including instruction on submitting fingerprints and fees for state and federal criminal background checks under the CFL.</p> <p><b>Questions?</b> See the <a href="#">Background Check Guidance</a> or the <a href="#">CFL NMLS Transition FAQs</a> for answers to frequently asked questions.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Electronic Surety Bond:</b> Convert your surety bond to an Electronic Surety Bond through NMLS. Follow the NMLS instructions on the <a href="#">Electronic Surety Bond for Licensees</a> webpage, which explains how to navigate NMLS to access the surety bond functionality and grant authority to your surety bond issuer in NMLS.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</li> </ul>	<b>NMLS</b>  <b>Follow the Electronic Surety Bond process in NMLS to convert your bond.</b>

	<ul style="list-style-type: none"><li>Initiate the bond conversion before submitting the Company Form (MU1) for transition onto NMLS. The conversion may still be in process when you submit your Form MU1 to transition onto NMLS.</li></ul>	
<input type="checkbox"/>	<b>State and Federal Disclosures:</b> Refer to the <a href="#">CFL NMLS Transition FAQs</a> for state and federal disclosures that accompany each Company Form (MU1), Individual Form (MU2), and Branch Form (MU3) submitted to the CA-DFPI through NMLS.	<b>No submission required.</b>