

**What are the pre-requisites for application?**

- An existing active OCCC Credit Access Business license number (active before 03/16/2026)
- Before a Branch Form (MU3) can be submitted, companies must complete the Company Form (MU1)

**Transition to NMLS:**

The Office of Consumer Credit Commissioner (OCCC) requires Credit Access Business licensees to transition their licenses to the Nationwide Multistate Licensing System (NMLS). Licensees must submit a Company Form (MU1) and an Individual Form (MU2) for each Control Person and Qualified Individual by 04/13/2026. This transition to NMLS is mandatory and begins on 03/16/2026. Only Credit Access Business licensees who hold an active OCCC Credit Access Business license prior to 03/16/2026, may use the transition application. All other new applications, amendments, surrenders, and renewals will follow the normal NMLS application process.

When completing the Company Form (MU1), ensure you use your ALECS license number. This number is necessary to avoid being charged a new application fee. The ALECS license number must not be confused with the ALECS master file number, as NMLS does not accept the master file number for transitions. Providing an incorrect number will result in needing to file and pay for a new application rather than a transition application.

From 03/16/2026, all license amendments, surrenders, and other actions must be completed through NMLS. Paper forms will no longer be accepted after this date.

**\*\*Please note that fees collected through NMLS are non-refundable or transferable\*\***

Complete	Requirement Items	Submitted via...
<p><b>Note</b></p>	<p><b>LICENSE FEES:</b> Please see the License Requirements and Fees Chart on the NMLS Resource Center for details related to this requirement.</p>	<p>N/A</p>
<p><input type="checkbox"/></p>	<p><b>BRANCH MANAGER:</b> NMLS requires each licensed branch to designate a Branch Manager. The designated individual must have an active NMLS account and must complete and submit an Individual Form (MU2) at the same time as the company files the Branch Form (MU3).</p>	<p><b>NMLS - MU3</b></p>

	<p>Any person listed as a Branch Manager on the MU3 must have their own NMLS account and is required to complete the MU2 filing.</p> <p>A single individual may serve as the Branch Manager for multiple branch locations if they oversee those operations. <i>The Branch Manager may also serve as the Compliance Officer.</i></p>	
<input type="checkbox"/>	<p><b>OTHER TRADE NAMES (OTN):</b></p> <p>A Company or Branch sometimes uses a name that is not its official legal name. This extra name might be called a:</p> <ul style="list-style-type: none"> <li>• Trade Name</li> <li>• Assumed Name</li> <li>• Doing Business As (DBA)</li> </ul> <p>Any extra name must be listed in the Other Trade Names section of the Company Form (MU1).</p> <p><u>One OTN Allowed Per License</u></p> <ul style="list-style-type: none"> <li>• Each Company license and each Branch license can include one extra trade name for free.</li> <li>• If they use a second extra name, they must get a separate OTN license for that name.</li> </ul> <p><u>Multiple Branches with the Exact Same Extra Name</u></p> <p>Even if multiple branches use the exact same extra name (like “Bronze Financing” shown below), each Branch must get its own OTN–Branch License for that name.</p> <p><b>Examples</b></p> <p><u>Company Example</u></p> <p>Gold Financing Company uses:</p>	<p><b>Upload via Document Upload Section of MU1 – Trade Name/Assumed Name Registration Certificates</b></p>

- “Silver Financing” → first extra name → no extra license
- “Bronze Financing” → second extra name → needs OTN–Company License

Branch Examples

Branch #1

- Gold Financing Company of Austin → first extra name → no extra license
- “Bronze Financing” → second extra name → needs OTN–Branch License

Branch #2

- Gold Financing Company of Manor → first extra name → no extra license
- “Bronze Financing” → second extra name → needs OTN–Branch License

Branch #3

- Gold Financing Company of Killeen → first extra name → no extra license
- “Bronze Financing” → second extra name → needs OTN–Branch License

In the example above, Gold Financing Company would need:

- 1 Basic Company License
- 1 OTN Company License
- 3 OTN Branch Licenses

Required Supporting Documents for an OTN License

When applying for an OTN license in NMLS, upload documents in the MU1 form under Trade Name/Assumed Name Registration Certificates and name the file: "TX-OCCC – CAB OTN Supp Doc.pdf" Acceptable supporting documents:

- Assumed Name Certificate (ANC) from the Texas Secretary of State

	<ul style="list-style-type: none"> <li>• DBA certificate (for sole proprietors), usually from a county clerk or state agency</li> </ul> <p>If you're unsure which one you need, please contact the Texas Secretary of State at (512) 463-5555 or visit: <a href="https://www.sos.state.tx.us/corp/index.shtml">https://www.sos.state.tx.us/corp/index.shtml</a></p>	
<input type="checkbox"/>	<p><b>TRANSFER OF OWNERSHIP:</b></p> <p>This item is not a required item and only applies to ownership transfers. If you are transferring ownership, please follow the steps outlined below.</p> <p>Otherwise, you may disregard this section.</p> <p>Please provide documentation evidencing the transfer of ownership, which may include:</p> <ul style="list-style-type: none"> <li>• A copy of the asset purchase agreement when only assets have been purchased</li> <li>• A copy of the purchase agreement or other evidence relating to the acquisition of the equity interest of the licensee</li> <li>• Documents transferring ownership by gift, devise, or descent (e.g., probated will or court order)</li> <li>• Any other documentation evidencing the transfer event</li> <li>• File name should be "TX OCCC - CAB Transfer of Ownership.pdf"</li> </ul> <p>Such documentation must clearly demonstrate the seller's (_____) intent to transfer the license or ownership interest to the buyer (_____).</p> <p>Permission to Operate Under Seller's License: If the seller has authorized you to operate under their license while your application is in review, you must complete and upload the "Request for Permission to Operate" form.</p> <p>This form is available at the following link: <a href="https://occc.texas.gov/wp-content/uploads/2025/11/requestforpermissiontooperateform.pdf">https://occc.texas.gov/wp-content/uploads/2025/11/requestforpermissiontooperateform.pdf</a></p> <p><b>This item is not a required item and only applies to ownership transfers.</b></p>	<p><b>Upload via Document Upload Section of MU1 - Additional Requirements</b></p>

Updated 3/16/2026

