

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>RESIDENT/REGISTERED AGENT:</b> The registered agent is an individual or entity designated to receive legal notices and service of process. The registered agent's address must be a valid mailing address in Texas. P.O. box addresses are not permitted.</p>	<p><b>NMLS – MU1</b></p>

<input type="checkbox"/>	<p><b>BOOKS AND RECORDS CUSTODIAN INFORMATION:</b></p> <p>Applicants must list the location where books and records are stored, specifically where Texas transaction records will be maintained. They should also list the name of the individual at this location that should be contacted with inquiries about or to gain access to the storage location. Multiple contacts for record retention are allowed in the system, and you must specify a contact by industry type(s) and state(s). You can use the comments field to specify the types of records being retained by your company at that location.</p> <p>NOTE: If records are stored outside Texas, applicants must either accept responsibility for travel expenses and assessment fees incurred during examinations or ensure all records are accessible for examination within Texas.</p>	<p><b>NMLS - MU1</b></p>
<input type="checkbox"/>	<p><b>KEY INDIVIDUALS:</b></p> <p>Direct Owners, Executive Officers and Indirect Owners must be identified on the Company (MU1) Form. IN ADDITION, any direct owner with 10% or more ownership in the applying entity must be designated as a "Qualifying Individual" on the Company (MU1) Form.</p> <p>**Only one MU2 Form is required per individual (principal party), whether they are listed as a Direct Owner, Executive Officer, Indirect Owner, or Qualifying Individual.</p> <p>NOTE: If 10% or more ownership is held by an entity rather than an individual, you must identify <b>one to three</b> officers or other employees with substantial involvement in the company's operations governed by Tex. Fin. Code ch. 393.</p>	<p><b>NMLS – MU1 &amp; MU2</b></p>
<input type="checkbox"/>	<p><b>BUSINESS OPERATING PLAN:</b></p> <p>Upload a comprehensive business plan that includes details about 1. the source of customers, 2. the purpose of the extensions of consumer credit, 3. the size of the extensions of consumer credit, 4. the source of working capital for planned operations, 5. the types of consumer credit products to be extended to consumers, as advertised by the business, 6. the contractual loan term, in days, of each consumer credit product to be offered to consumers.</p>	<p><b>Upload via Document Upload Section of MU1 - Additional Requirements</b></p>

	<ul style="list-style-type: none"> <li>File name should be "TX OCCC - CAB Business Operation Plan.pdf"</li> </ul> <p>For further guidance, refer to the OCCC Business Operation Plan form at the following link:</p> <p><a href="https://occc.texas.gov/wp-content/uploads/2026/01/cab-12-business-operation-plan.pdf">https://occc.texas.gov/wp-content/uploads/2026/01/cab-12-business-operation-plan.pdf</a></p> <p>If an existing business plan that meets the above requirements has already been uploaded for the TX-OCCC, do not upload a duplicate. There should only be one business plan on file for the TX-OCCC. Any state-specific information should be incorporated into that one document.</p>	
<input type="checkbox"/>	<p><b>VERIFICATION OF EXPERIENCE:</b></p> <p>(Statement of Experience)</p> <p>Please provide a statement outlining the applying entity's prior experience operating a finance or credit-granting business or managing transactions in the regulated industry for which this license is sought. Resumes are not acceptable in lieu of a statement. This Statement of Experience should summarize the entity's overall experience in the licensed industry.</p> <ul style="list-style-type: none"> <li>File name should be "TX OCCC - CAB Statement of Experience.pdf"</li> </ul> <p><u>Only if the applying entity's, owners or control persons lack significant experience, provide the information requested in points 1–3 below.</u></p> <p>The statement should provide specific details, including who, what, when, and where, and address the following areas:</p> <ol style="list-style-type: none"> <li>1. Relevant Experience or Education – Any business, financial, or industry-specific experience or education related to financing.</li> <li>2. Why the Applicant Is Qualified – Explain why the applicant is qualified to operate in the regulated industry.</li> </ol>	<p><b>Upload via Document Upload Section of MU1 - Additional Requirements</b></p>

	<p>3. Plan to Gain Required Knowledge – Outline how the applicant will acquire the knowledge needed to comply with the Texas Finance Code and Administrative Code.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Industry classes, seminars, or webinars</li> <li>• Mentorship from OCCC licensed businesses</li> <li>• Hiring staff with relevant experience</li> </ul> <p>The OCCC Statement of Experience (SOE) form can be found here:</p> <p><a href="https://occc.texas.gov/wp-content/uploads/2026/01/adm23-stmt-of-experience.pdf">https://occc.texas.gov/wp-content/uploads/2026/01/adm23-stmt-of-experience.pdf</a></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>Upload via Document Upload Section of MU1 – Trade Name/Assumed Name Registration Certificates</b></p>

## Examples

### Company Example

Gold Financing Company uses:

- “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

	<p><u>Required Supporting Documents for an OTN License</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Assumed Name Certificate (ANC) from the Texas Secretary of State</li> <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><b>Upload via Document Upload Section of MU1 - Additional Requirements</b></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>	
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*Updated 3/16/2026*