

What are the NMLS Business Activities authorized under this license?

This license authorizes the following business activities:

Sales Finance Company Activities—Motor Vehicles

What are the pre-requisites for application?

- Familiarity with the governing statutes and regulations, including Texas Finance Code Chapter 348 and Title 7, Texas Administrative Code §84
- Relevant business finance experience or education

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

Complete	Requirement Items	Submitted via...
Note	<p>LICENSE FEES:</p> <p>Please see the License Requirements and Fees Chart on the NMLS Resource Center for details related to this requirement.</p>	N/A
Note	<p>BRANCH MANAGERS:</p> <p>NMLS requires every licensed branch to designate a Branch Manager. The designated individual must have an active NMLS account. Any person listed as a Branch Manager on the MU3 must complete their own MU2 filing. A single individual may serve as the Branch Manager for multiple branch locations if they actively oversee those operations. <u>The Branch Manager may also serve as the Compliance Officer.</u></p>	N/A
Note	<p>COMPLETE BACKGROUND CHECK (CBC)</p> <p>Agencies can only view CBC results received after the applicant/licensee has authorized agency access. If a CBC is required, it will be requested via License Item during the review of your application.</p> <p>Instructions on completing the process can be found here: Completing the CBC Process for MU2 Individuals</p>	N/A

	<p>If you require additional information on completing the CBC process, please contact the NMLS Call Center at 1-855-665-7123.</p>	
<input type="checkbox"/>	<p>STATEMENT REGARDING PREVIOUS MOTOR VEHICLE RETAIL INSTALLMENT TRANSACTIONS</p> <p>Visit the link below, complete the form and upload it via the Document Upload Section of MU1.</p> <p>The activities described in questions 1-5 are different forms of financing and are in reference to the proposed business location. If you answer “Yes” to any of the first five questions, be sure to address points A, B, C & D.</p> <p>This document should be named: <i>[Company Legal Name] Statement Regarding Previous Motor Vehicle Retail Installment Transactions TX</i></p> <p>https://occc.texas.gov/wp-content/uploads/2025/11/348-Stmt-Re-Prev-MVRI-Transactions.pdf</p>	<p>NMLS - MU3 Additional Requirement(s)</p>
<input type="checkbox"/>	<p>OTHER TRADE NAMES (OTN):</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> <p>Trade Name Assumed Name Doing Business As (DBA)</p> <p>Any extra name must be listed in the Other Trade Names section of the Company Form (MU1). Sole Proprietors, please submit your Other Trade Name, (Assumed Name Certificate (ANC) or Doing Business As (DBA) document). This document is typically issued by the county clerk’s office or a state agency. File should be named "TX-OCCC – OTN Supp Doc.pdf"</p> <p><u>One OTN Allowed Per License</u></p> <p>Each Company license and each Branch license can include one extra trade name for free. If they use a second extra name, they must get a separate OTN license for that name.</p> <p><u>Multiple Branches with the Exact Same Extra Name</u></p>	<p>NMLS - MU3 Document Upload Other Trade Name/Assumed Name Registration Certificates</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.

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

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

	<p>the file: "TX-OCCC – OTN Supp Doc.pdf" Acceptable supporting documents:</p> <p>Assumed Name Certificate (ANC) from the Texas Secretary of State DBA certificate (for sole proprietors), usually from a county clerk or state agency</p> <p>If you're unsure which one you need, please contact the Texas Secretary of State at (512) 463-5555 or visit: https://www.sos.state.tx.us/corp/index.shtml</p>	
<input type="checkbox"/>	<p>TRANSFER OF OWNERSHIP:</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> <p>A copy of the asset purchase agreement when only assets have been purchased</p> <p>A copy of the purchase agreement or other evidence relating to the acquisition of the equity interest of the licensee</p> <p>Documents transferring ownership by gift, devise, or descent (e.g., probated will or court order)</p> <p>Any other documentation evidencing the transfer event</p> <p>File name should be "TX OCCC - MVSF Transfer of Ownership.pdf"</p> <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: https://occc.texas.gov/wp-content/uploads/2026/01/PTO_Request_NMLS.pdf</p> <p>**This item is not a required item and only applies to ownership transfers.**</p>	<p>Upload via Document Upload Section of MU3 - Additional Requirements</p>

	NOTE: Regarding EIN Changes - If the transfer of ownership results in a change to the business's EIN, please contact the NMLS Call Center for guidance. EIN changes cannot be processed within the existing account.	
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Updated 4/17/2026

Additional Requirements & Fees	
Application Fee	\$25.00
Application Fee Additional Information	None
License Registration Fee	\$430.00
License Registration Fee Additional Information	None
NMLS Processing Fee	\$25.00
Credit Report Required for Branch Manger	
CBC Requirements for Branch Manager	