

What are the NMLS Business Activities authorized under this license?

This license authorizes the following business activities:

- Sales Finance Company Activities—Motor Vehicles
- Retail installment selling
- Active debt buying
- First-party debt collection
- Passive debt buying
- Third-party debt collection

REMINDER: In general, a motor vehicle includes automobiles and pick up trucks used primarily to transport persons or property on a highway and are for personal use. This is a general summary only. For the complete definition and applicable exceptions, please review Texas Finance Code § 348.001.

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	NEW BRANCH LICENSE FEES: Total Fee: \$480 Includes a \$455 TX-OCCC License Fee and a \$25 NMLS Processing Fee. <i>For any other fees, such as amendment, renewal, or other applicable fees, please refer to the appropriate fee schedule or payment instructions. Please note that fees collected through NMLS are non-refundable or transferable</i>	N/A

Note	BRANCH (MU3) Previously Known As Registered Office Submit and complete the Branch (MU3) in NMLS. This form serves as the license transition request through NMLS. Please see the Transitioning an Existing Branch License Quick Guide by visiting:https://mortgage.nationwidelicensingsystem.org/knowledge/Products/nmls/pubs/ugCompState/licensing/company/topics/licComp_branch_MU3newApp_creating.html?hl=creating%2Cmu3%2Cnew%2Capplication%2Cfiling Note to Sole Proprietors Sole proprietors should use their full legal name (last, first, full middle) as the company legal name. Trade names, other business names, doing business as (DBA), etc., can be added later and should not be entered as the legal name for sole proprietor account requests. If the sole proprietor does not have an IRS Employer Identification Number and uses his or her social security number (SSN) instead, the sole proprietor should enter the SSN into the Company Account Request Form. If you have questions, contact the NMLS Call Center at 855-665-7123.	N/A
Note	BRANCH MANAGERS: 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. <i><u>The Branch Manager may also serve as the Compliance Officer.</u></i>	N/A
Note	COMPLETE BACKGROUND CHECK (CBC) 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. Instructions on completing the process can be found here:Completing the CBC Process for MU2 Individuals If you require additional information on completing the CBC process, please contact the NMLS Call Center at 1-855-665-7123.	N/A

☐	STATEMENT REGARDING PREVIOUS MOTOR VEHICLE RETAIL INSTALLMENT TRANSACTIONS Visit the link below, complete the form and upload it via the Document Upload Section of MU1. 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. This document should be named: <i>[Company Legal Name] Statement Regarding Previous Motor Vehicle Retail Installment Transactions TX</i> https://occc.texas.gov/wp-content/uploads/2025/11/348-Stmt-Re-Prev-MVRI-Transactions.pdf	NMLS - MU3 Additional Requirement(s)
☐	OTHER TRADE NAMES (OTN): A Company or Branch sometimes uses a name that is not its official legal name. This extra name might be called a: Trade Name Assumed Name Doing Business As (DBA) Any extra name must be listed in the Other Trade Names section of the Company Form (MU1) and a copy of the TX-SOS Assumed Name certificate should be uploaded to the MU1 Document Upload Section. Sole Proprietors, please submit your Other Trade Name, (Assumed Name Certificate (ANC) or Doing Business As (DBA) document) documentation in the MU1 Document Upload Section. File should be named "TX-OCCE – OTN Supp Doc.pdf" <u>One OTN Allowed Per License</u> Each Company license and each Branch license can include one extra trade name at no additional cost. <u>Other trade name licenses</u> are required when you use two or more trade names at one address. <u>Multiple Branches with the Exact Same Extra Name</u>	NMLS - MU3 Document Upload Other Trade Name/Assumed Name Registration Certificates

Even if multiple branches use the exact same trade name, each branch that operates under **two or more trade names** must obtain its own **OTN–Branch License** for each additional trade name requiring licensure.

Examples

Company License Example

Gold Financing Company uses:

“Silver Financing” → first extra name → no extra license

“Bronze Financing” → second extra name → needs OTN–Company License

Branch License Example

Branch #1

Gold Financing Company of Austin → first trade name → no extra license

“Bronze Financing” → second trade name → needs OTN–Branch License

Branch #2

Gold Financing Company of Manor → first trade name → no extra license

“Bronze Financing” → second trade name → needs OTN–Branch License

Branch #3

Gold Financing Company of Killeen → first trade name → no extra license

“Bronze Financing” → second trade name → needs OTN–Branch License

In the example above, Gold Financing Company would need:

- 1 Company License and 1 OTN Company License as well as,
- 3 Branch Licenses and 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 – OTN Supp Doc.pdf" Acceptable supporting documents: Assumed Name Certificate (ANC) from the Texas Secretary of State DBA certificate (for sole proprietors), usually from a county clerk or state agency <i>Certificates are generally only valid for 10 years. Please confirm that your certificate is active before uploading. Expired certificates are not accepted.</i> If you are not sure whether you need a DBA (Doing Business As) or Assumed Name Certificate, or if you need help getting a copy, please contact the Texas Secretary of State at (512) 463-5555 or visit https://www.sos.state.tx.us/corp/index.shtml. Sole proprietors should contact their local county clerk's office for information about DBA and assumed name filings.	
☐	TRANSFER OF OWNERSHIP: This item is not a required item and only applies to ownership transfers. If you are transferring ownership, please follow the steps outlined below. Otherwise, you may disregard this section. Please provide documentation evidencing the transfer of ownership, which may include: A copy of the asset purchase agreement when only assets have been purchased A copy of the purchase agreement or other evidence relating to the acquisition of the equity interest of the licensee Documents transferring ownership by gift, devise, or descent (e.g., probated will or court order) Any other documentation evidencing the transfer event File name should be "TX OCCC - MVSF Transfer of Ownership.pdf" Such documentation must clearly demonstrate the seller's (_____) intent to transfer the license or ownership interest to the buyer (_____).	Upload via Document Upload Section of MU3 - Additional Requirement(s)

	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. This form is available at the following link: https://occc.texas.gov/wp-content/uploads/2026/09/PTO_Request_NMLS.pdf **This item is not a required item and only applies to ownership transfers.** 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 9/25/2026

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	No
CBC Requirements for Branch Manager	N/A