DOCQNET Project
Financial Services Applications

California Department of Financial Protection and Innovation

PROTECTING CONSUMERS
FOSTERING TRUST & INNOVATION

DEPARTMENT OF FINANCIAL PROTECTION & INNOVATION

Table of Contents

1. Overview

The DFPI Self Service Portal provides online electronic license applications for the following license

types: Escrow Licensing

- Main Office License
- Branch License
- Change of Ownership

CA Deferred Deposit Lender Law (CDDTL)

- Long Form
- Short Form

CA Finance Lenders Law (CFL)

- Main Application
- Branch Application

Users are able to fill out the required application information directly through the portal, and upload supporting exhibits related to each application. This guide uses Escrow law applications as an example, but the usage is similar for other license applications.

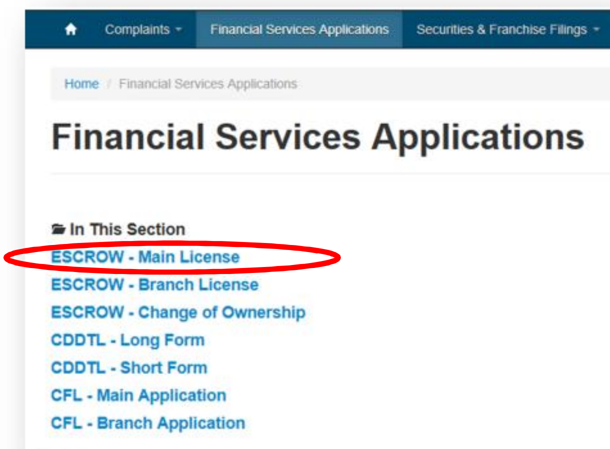
For specific information on the required exhibits for each application type, refer to the instructions that are provided on the current paper versions of the forms that are available on the DFPI website: https://dfpi.ca.gov/forms/.

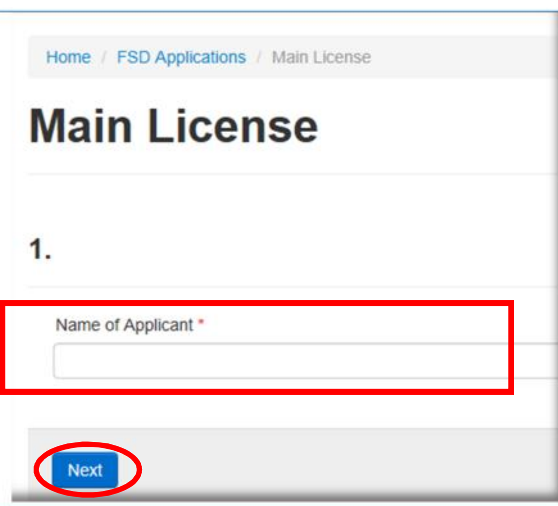
Currently, online payment processing for financial services applications is not supported. These fees should instead be paid by check to the Department of Business Oversight and mailed to the Los Angeles office at 320 West 4th Street, Suite 750, Los Angeles, CA 90013.

2. Financial Services Applications

2.1 How to Apply for a Main License

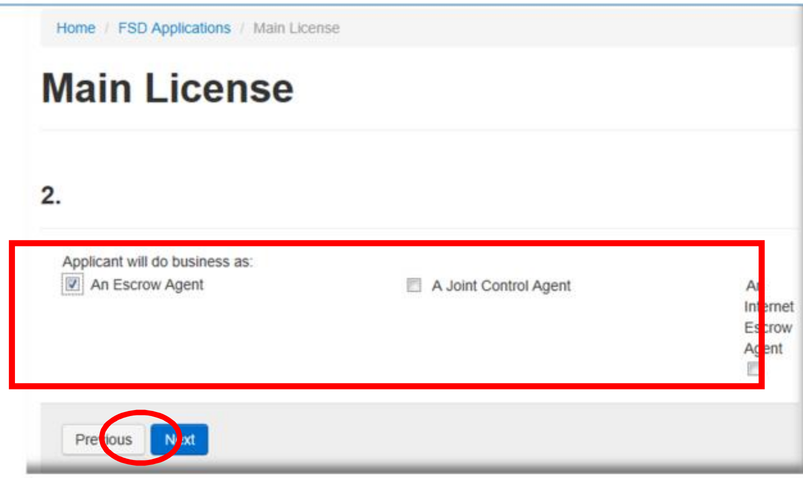
<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Log into the Portal. With the Portal being open to the homepage, click on “Financial Services Applications” at the top of the screen.</td><td>


</td></tr>
<tr><td>2. Click on the “Main License” hyperlink.</td><td>


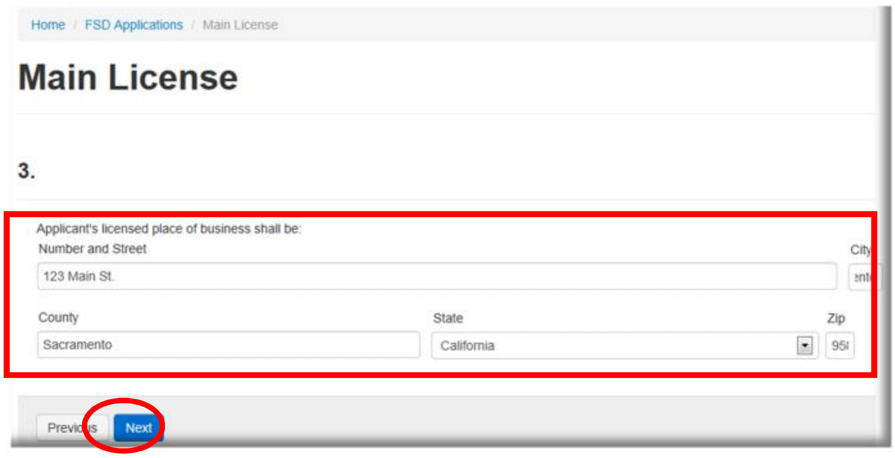
</td></tr>
<tr><td>3. Enter the name of the applicant and then click the “Next” button.</td><td>


</td></tr>
</table>

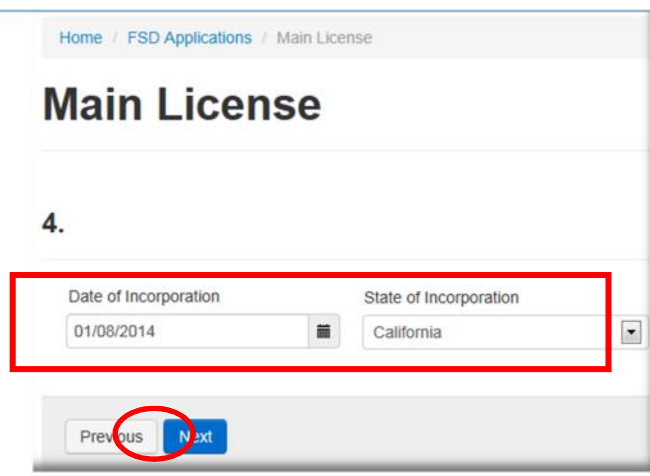
4. Select how the applicant will be doing business and then click the "Next" button.



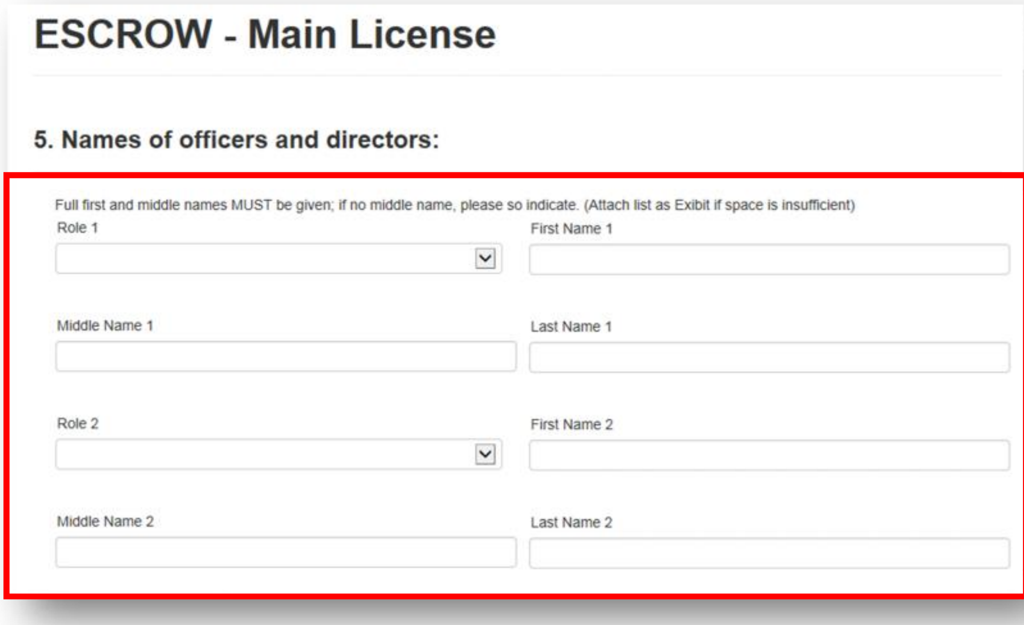
5. Enter the address of the Applicant's licensed place of business and then click the "Next" button.



6. Enter the Date and State of Incorporation and then click the "Next" button.

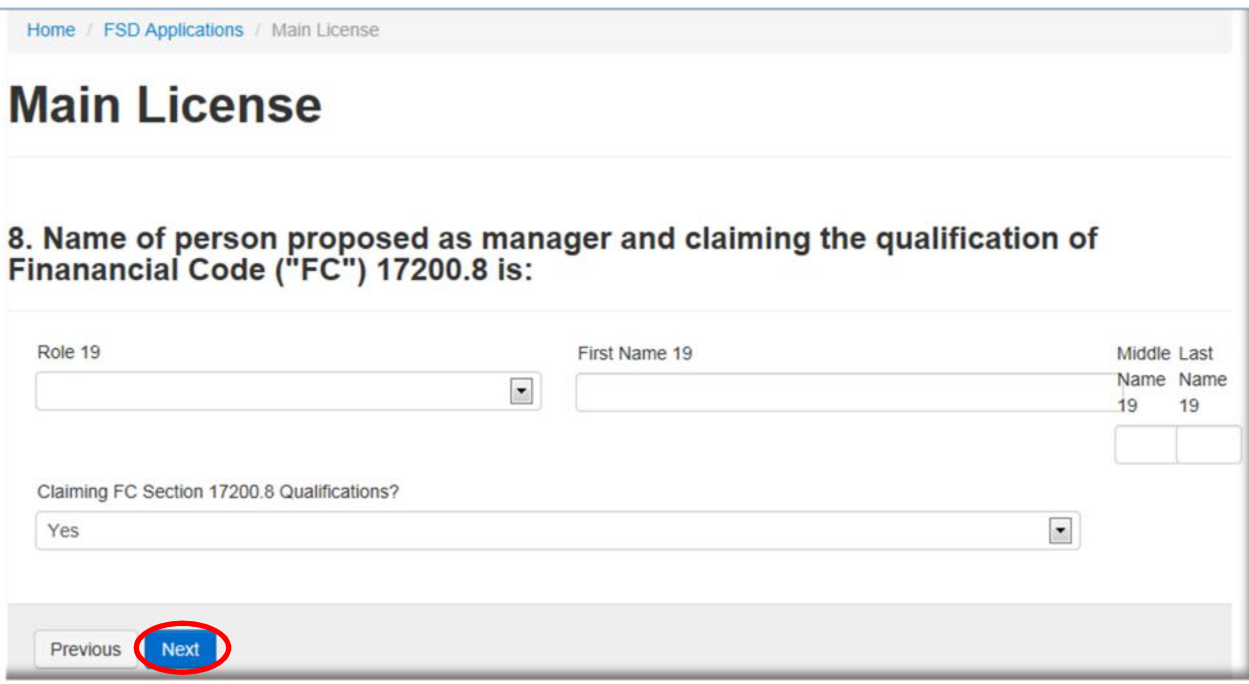


7. Enter the names of officers and directors and then click the “Next” button at the bottom of the screen.

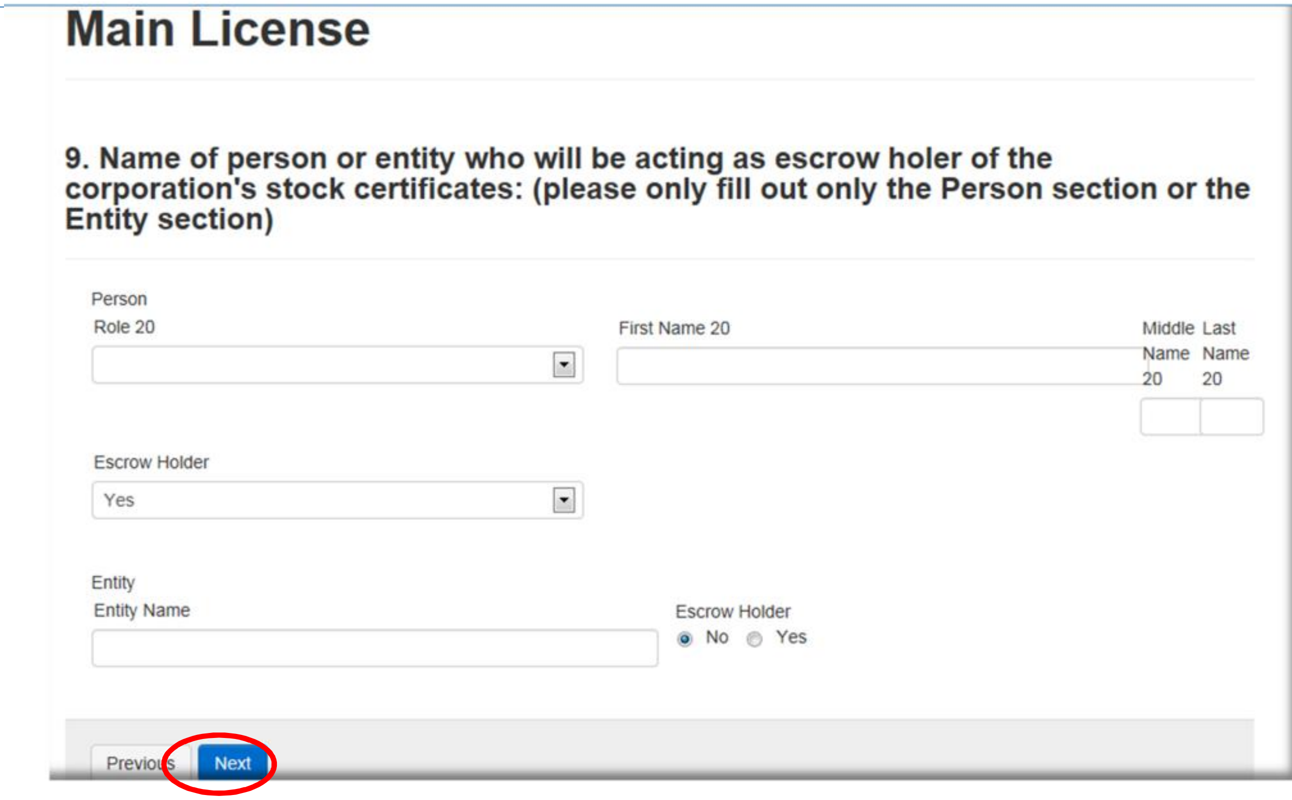


8. Enter the information for any other officers, directors, stockholder, and employees that are to be stationed at the licensed location and then click the “Next” button at the bottom of the screen.

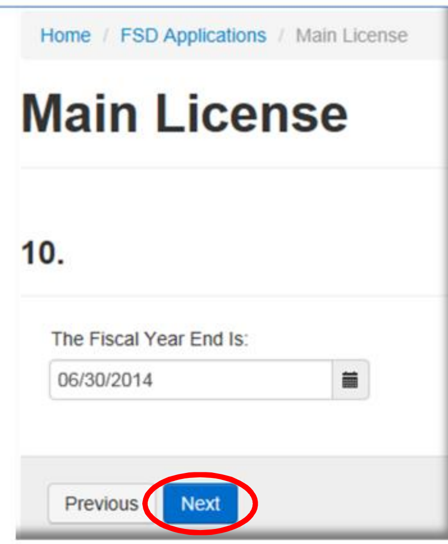
9. Enter the name of the person proposed as manager and claiming the qualification of Financial Code (“FC”) 17200.8 and then click the “Next” button at the bottom of the screen.



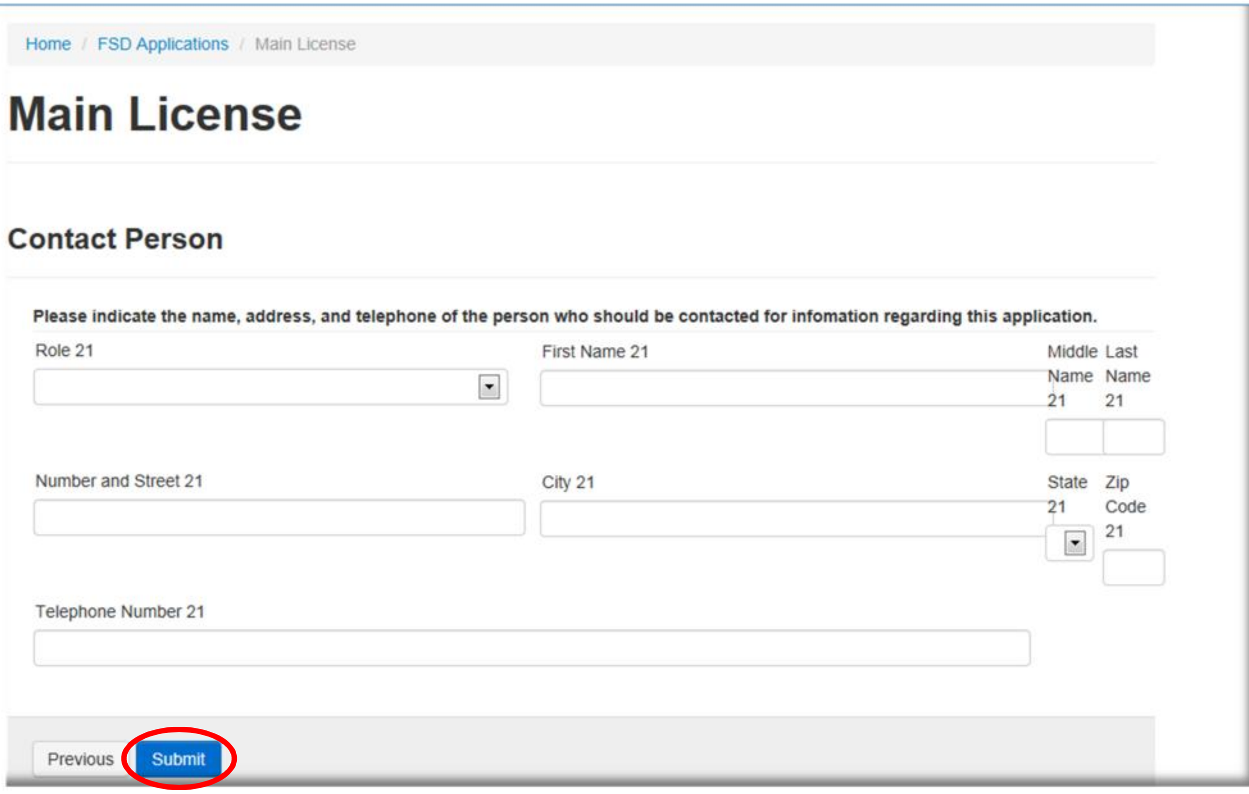
10. Enter the name of the person or entity who will be acting as escrow holder of the corporation’s stock certificates and then click the “Next” button at the bottom of the screen.



11. Enter the date of the Fiscal Year End and then click the “Next” button.



12. Enter the contact information for the contact person and then click the “Submit” button at the bottom of the screen.

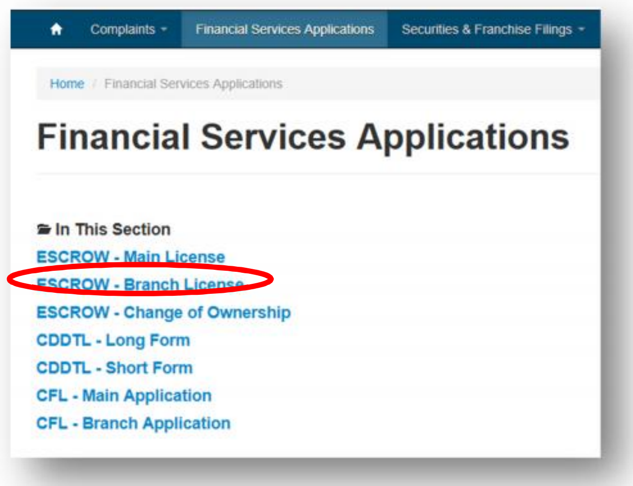


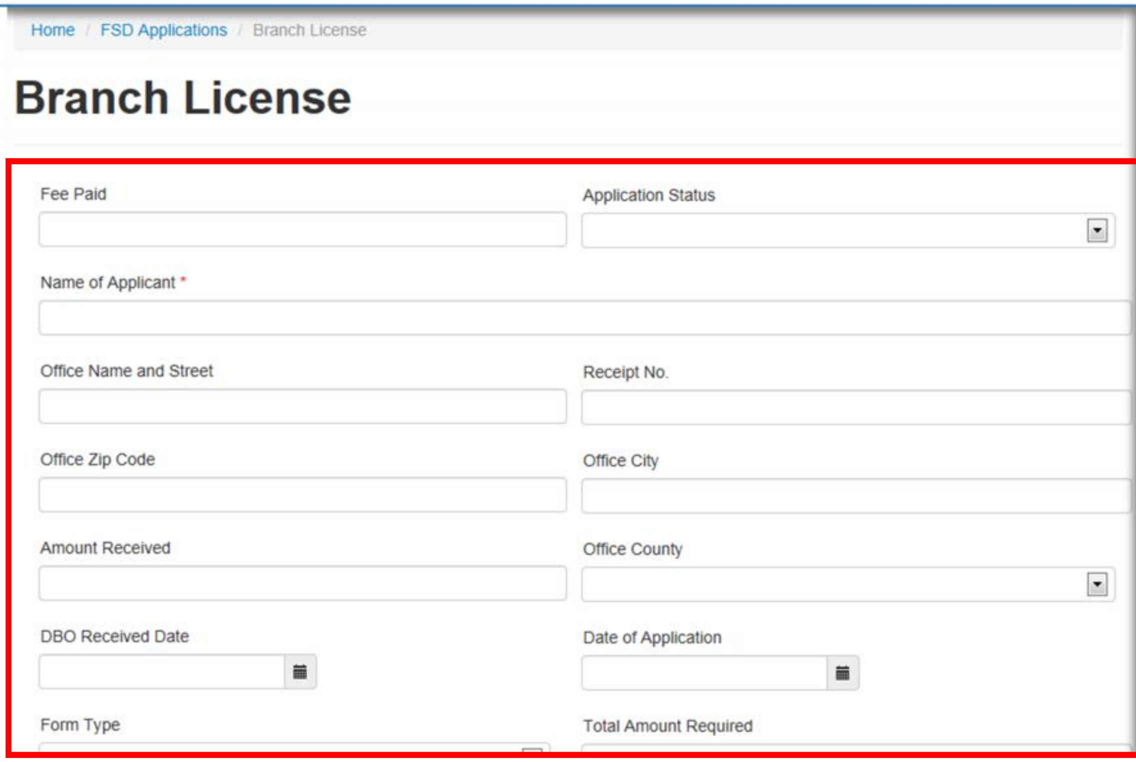
13. Attach supporting exhibits. These are defined on the downloadable application instructions form on DBO's website. Not all exhibits are required in order to submit an application, but eventually all such exhibits will be required in order for the application to be considered complete.

Note: It is highly recommended that supporting documents are uploaded in a **PDF format**.

14. The screen will display a message to let you know that your submission completed successfully.

2.2 How to Apply for a Branch License

Steps to Complete Process	
1. With the Portal being open to the homepage, click on “Financial Services Applications” at the top of the screen.	
2. Click on the “Branch License” hyperlink.	
3. Enter the Branch License information.	



Home / FSD Applications / Branch License

Branch License

Fee Paid

Application Status

Name of Applicant *

Office Name and Street

Receipt No.

Office Zip Code

Office City

Amount Received

Office County

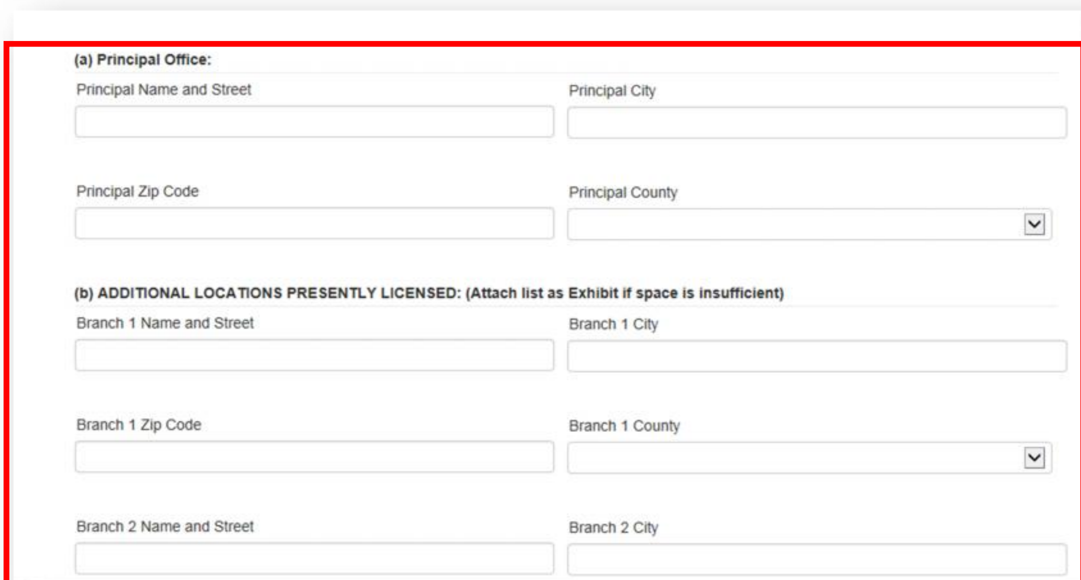
DBO Received Date

Date of Application

Form Type

Total Amount Required

4. Enter the Principal Office and any Additional Locations presently licensed and then click the "Next" button at the bottom of the screen.



(a) Principal Office:

Principal Name and Street

Principal City

Principal Zip Code

Principal County

(b) ADDITIONAL LOCATIONS PRESENTLY LICENSED: (Attach list as Exhibit if space is insufficient)

Branch 1 Name and Street

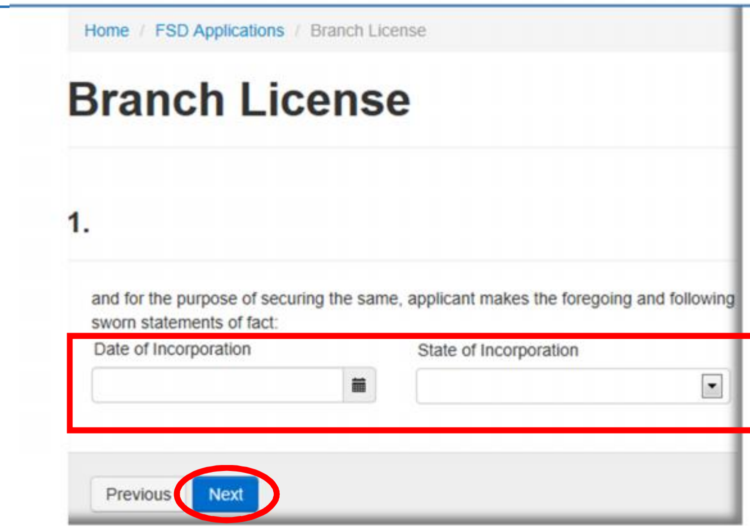
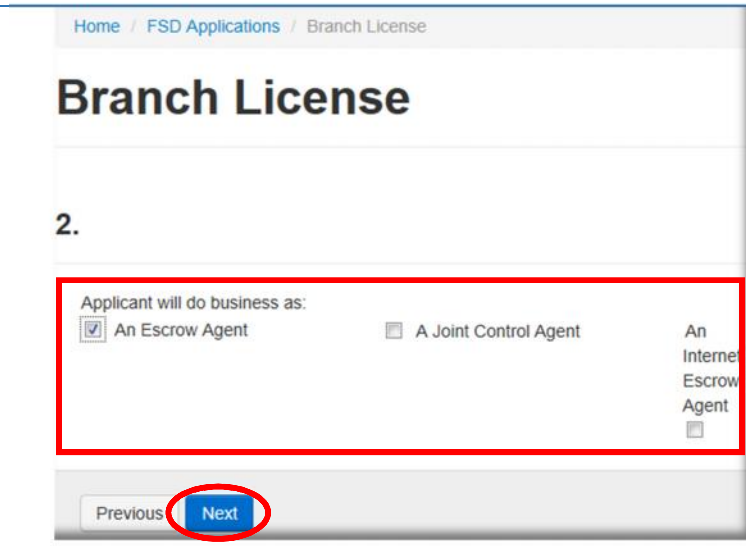
Branch 1 City

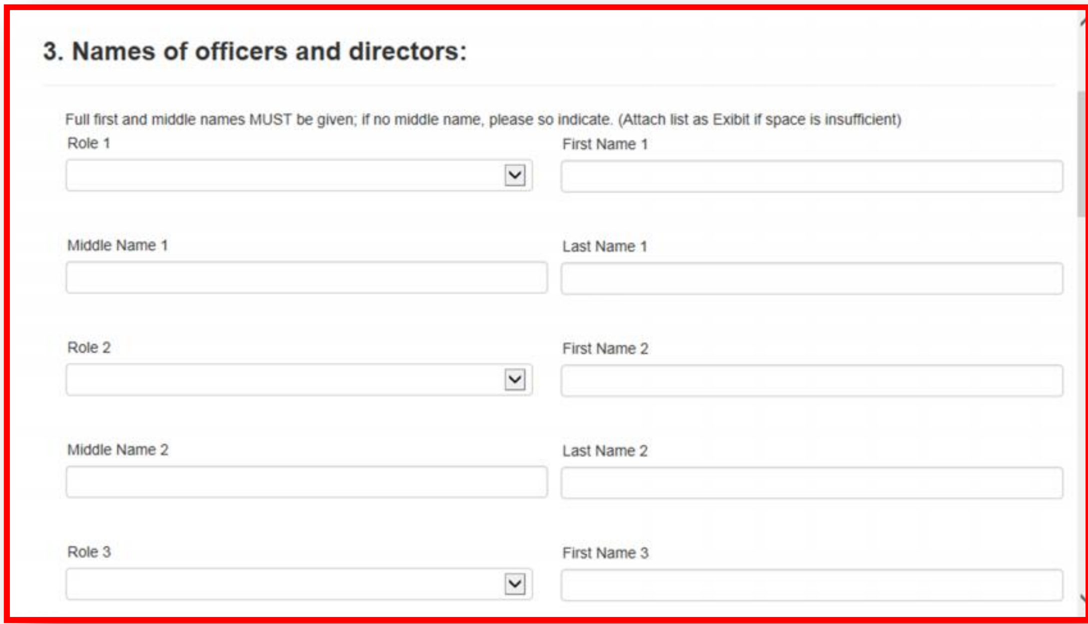
Branch 1 Zip Code

Branch 1 County

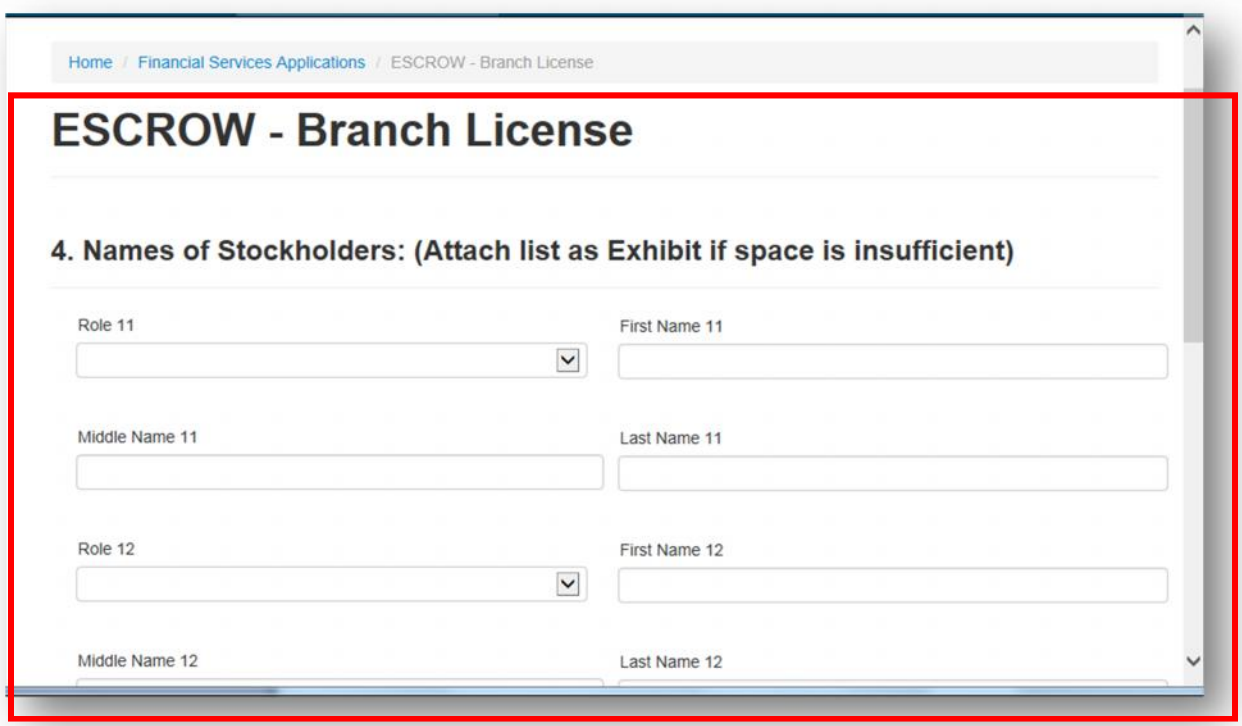
Branch 2 Name and Street

Branch 2 City

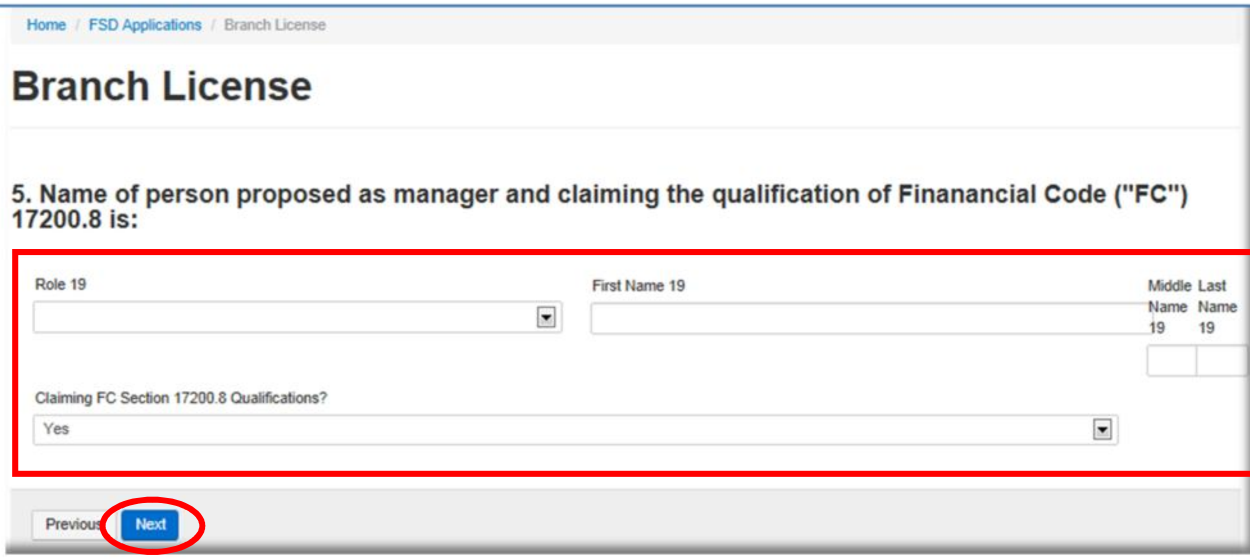
5. Enter the Date and State of Incorporation and then click the next button.	
6. Enter how the applicant will be doing business and then click the “Next” button.	
7. Enter the names of all the officers and directors and then click the “Next” button at the bottom of the screen.	



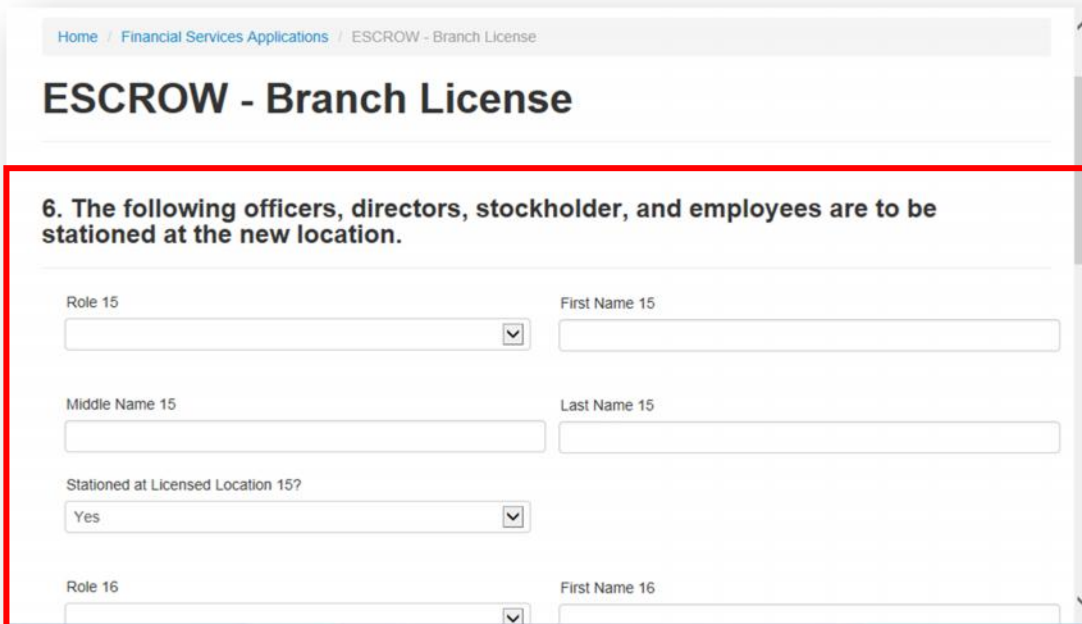
8. Enter the names of all stockholders (if the space is insufficient, then you can attach the list as an optional Exhibit) and then click the “Next” button at the bottom of the screen.



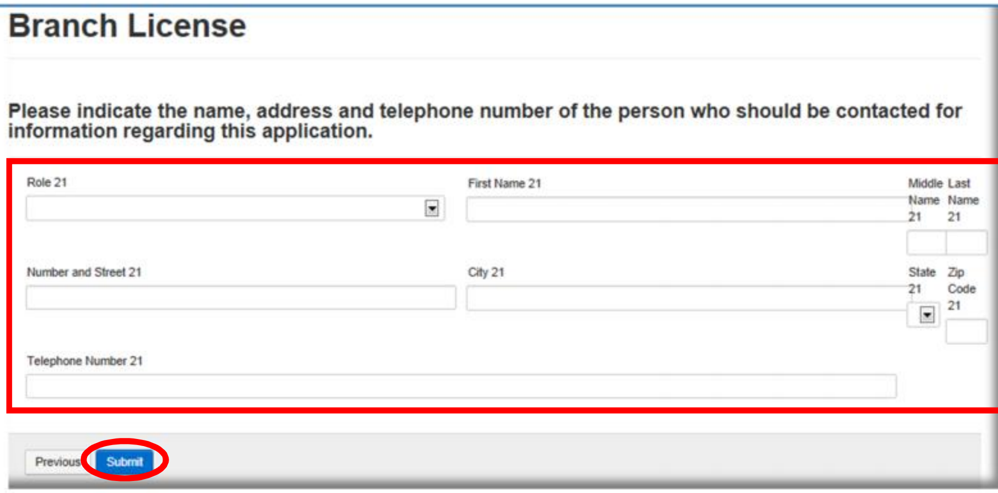
9. Enter the name of the person proposed as manager and claiming the qualification of Financial Code 17200.8 and then click the “Next” button.



10. Enter the names of the officers, directors, stockholders and employees that are to be stationed at the new location and then click the "Next" button at the bottom of the screen.

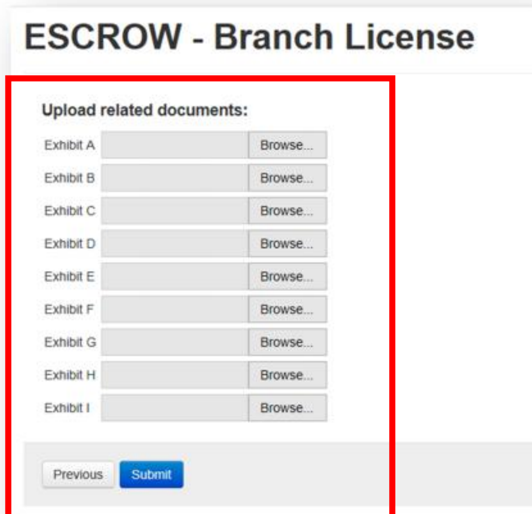


11. Enter the information for the contact person and then click the "Submit" button at the bottom of the screen.

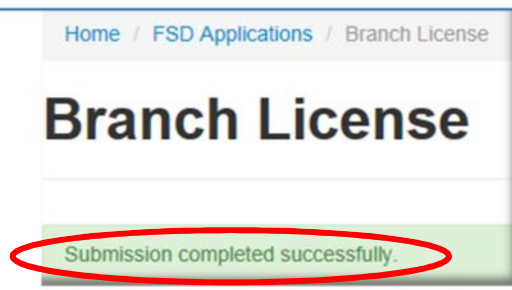


12. Attach supporting exhibits. These are defined on the downloadable application instructions form on DBO's website. Not all exhibits are required in order to submit an application, but eventually all such exhibits will be required in order for the application to be considered complete.

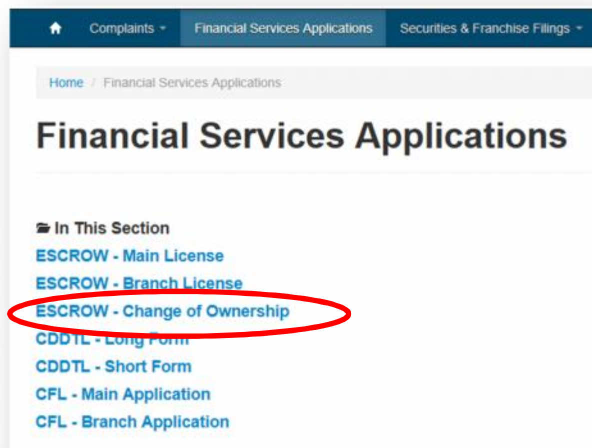
Note: It is highly recommended that supporting documents be uploaded in a **PDF format**.

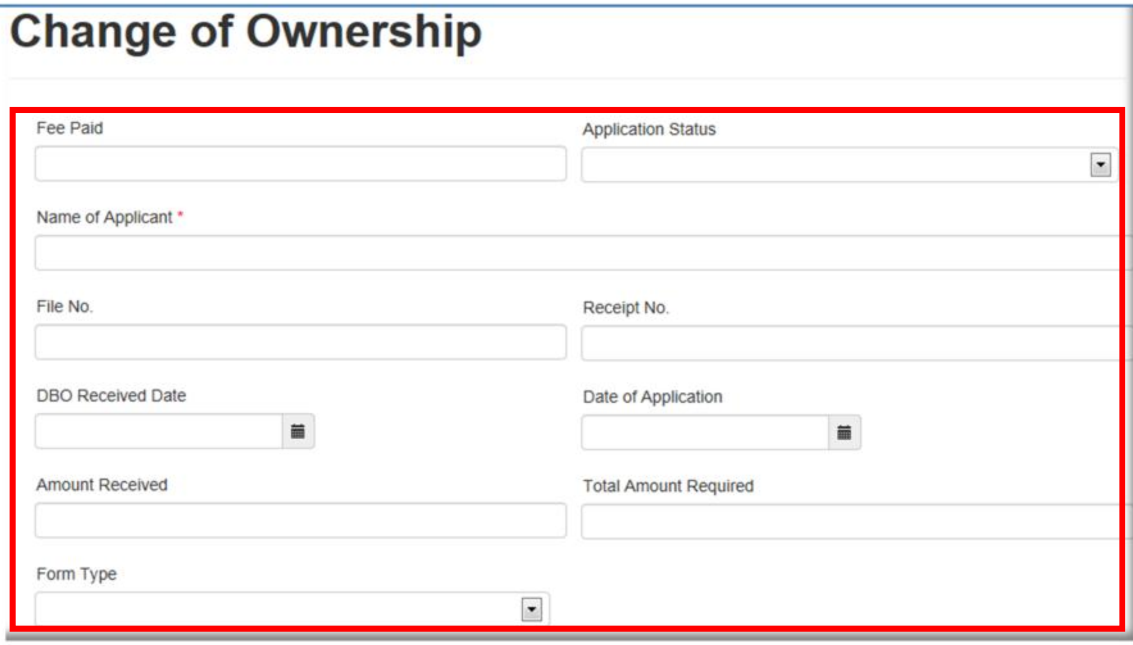


13. Once the Branch License application has been submitted a message will be displayed at the bottom of the screen saying "Submission completed successfully".



2.3 How to Submit a Change of Ownership

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. With the Portal being open to the homepage, click on “Financial Services Applications” at the top of the screen.</td><td>
</td></tr>
<tr><td>2. Click on the “Change of Ownership” hyperlink.</td><td>
</td></tr>
<tr><td colspan="2">3. Enter the main Change of Ownership information.</td></tr>
</table>


Change of Ownership

Fee Paid

Application Status

Name of Applicant *

File No.

Receipt No.

DBO Received Date

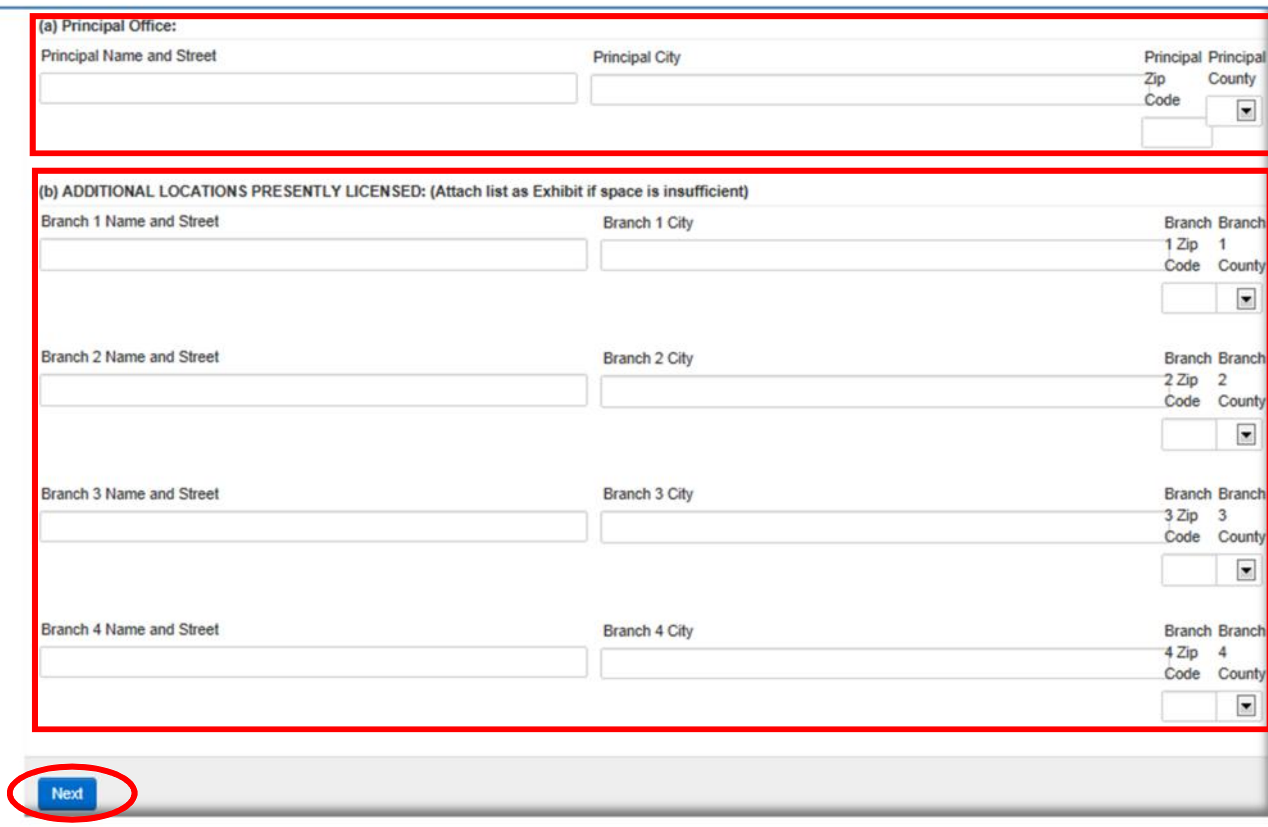
Date of Application

Amount Received

Total Amount Required

Form Type

4. Enter the Principal Office and any Additional Locations presently licensed and then click the "Next" button at the bottom of the screen.


(a) Principal Office:

Principal Name and Street

Principal City

Principal Zip Code

Principal County

(b) ADDITIONAL LOCATIONS PRESENTLY LICENSED: (Attach list as Exhibit if space is insufficient)

Branch 1 Name and Street

Branch 1 City

Branch 1 Zip Code

Branch 1 County

Branch 2 Name and Street

Branch 2 City

Branch 2 Zip Code

Branch 2 County

Branch 3 Name and Street

Branch 3 City

Branch 3 Zip Code

Branch 3 County

Branch 4 Name and Street

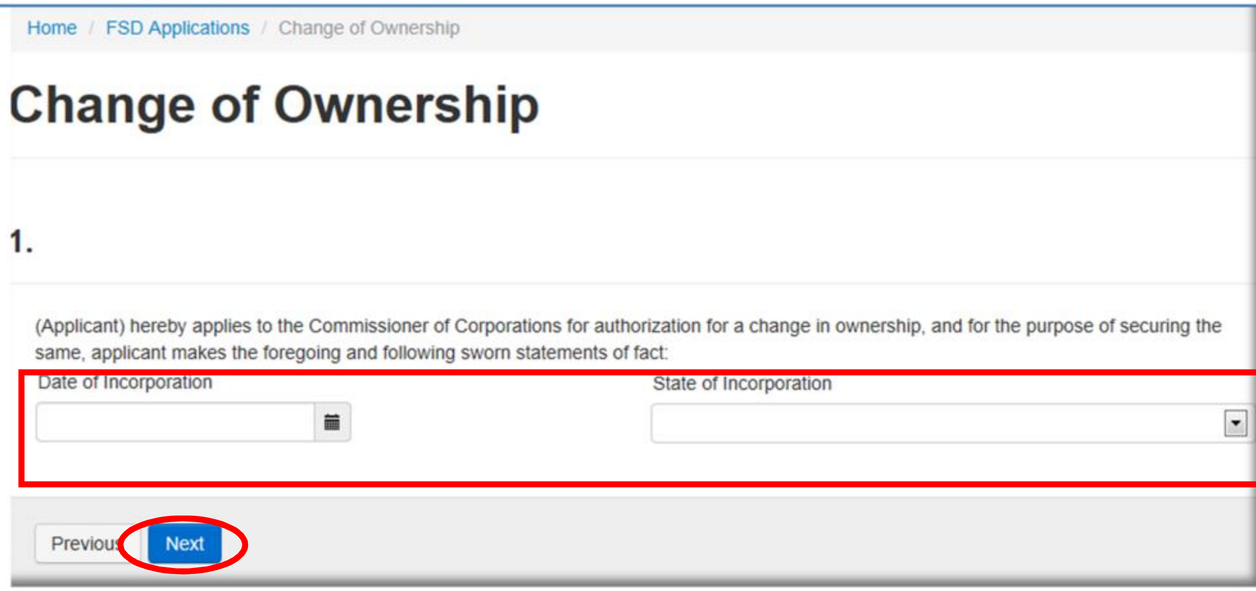
Branch 4 City

Branch 4 Zip Code

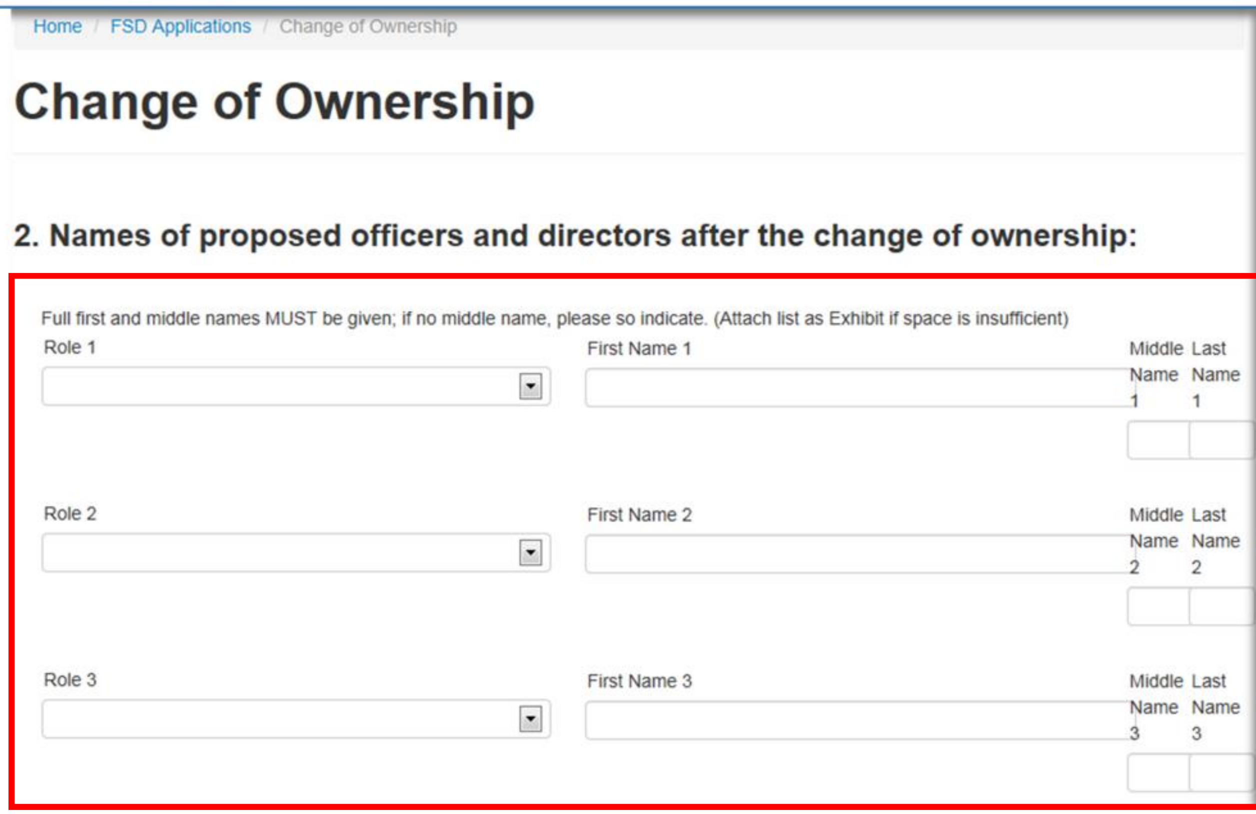
Branch 4 County

Next

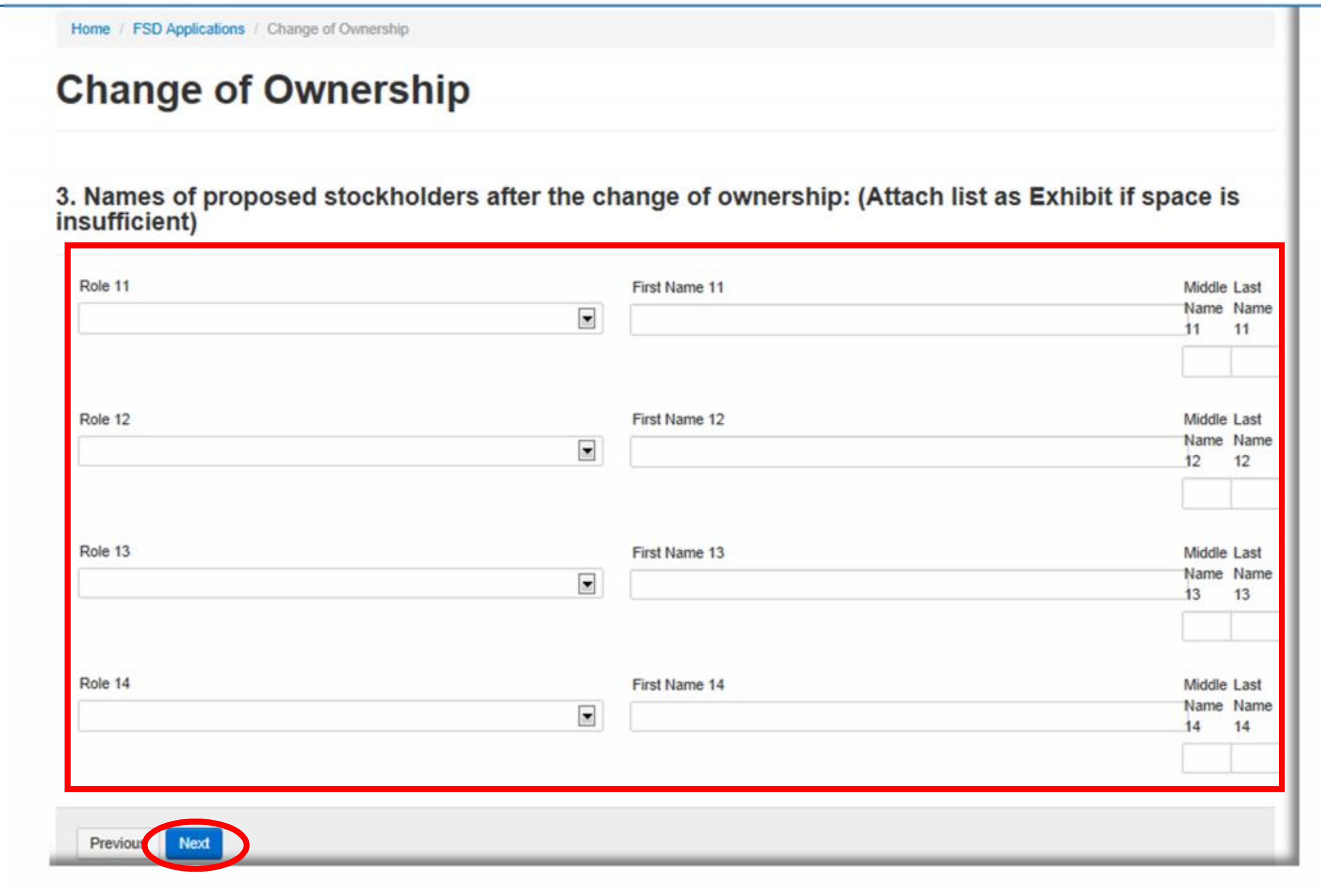
5. Enter the Date and State of Incorporation and then click the "Next" button.



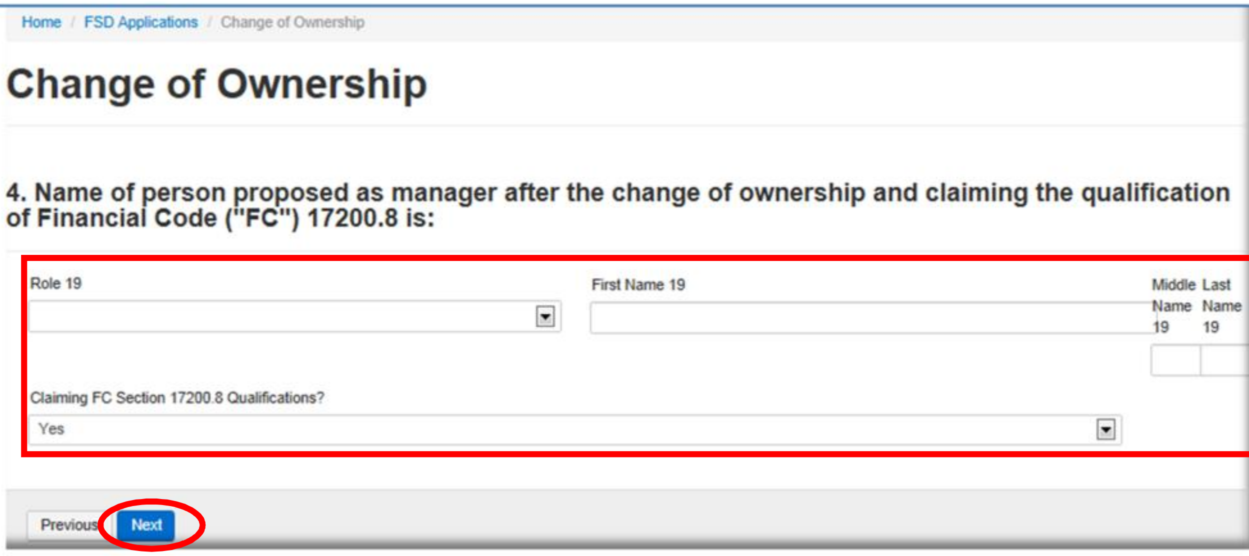
6. Enter the names of all the proposed officers and directors after the change of ownership and then click the "Next" button at the bottom of the screen.



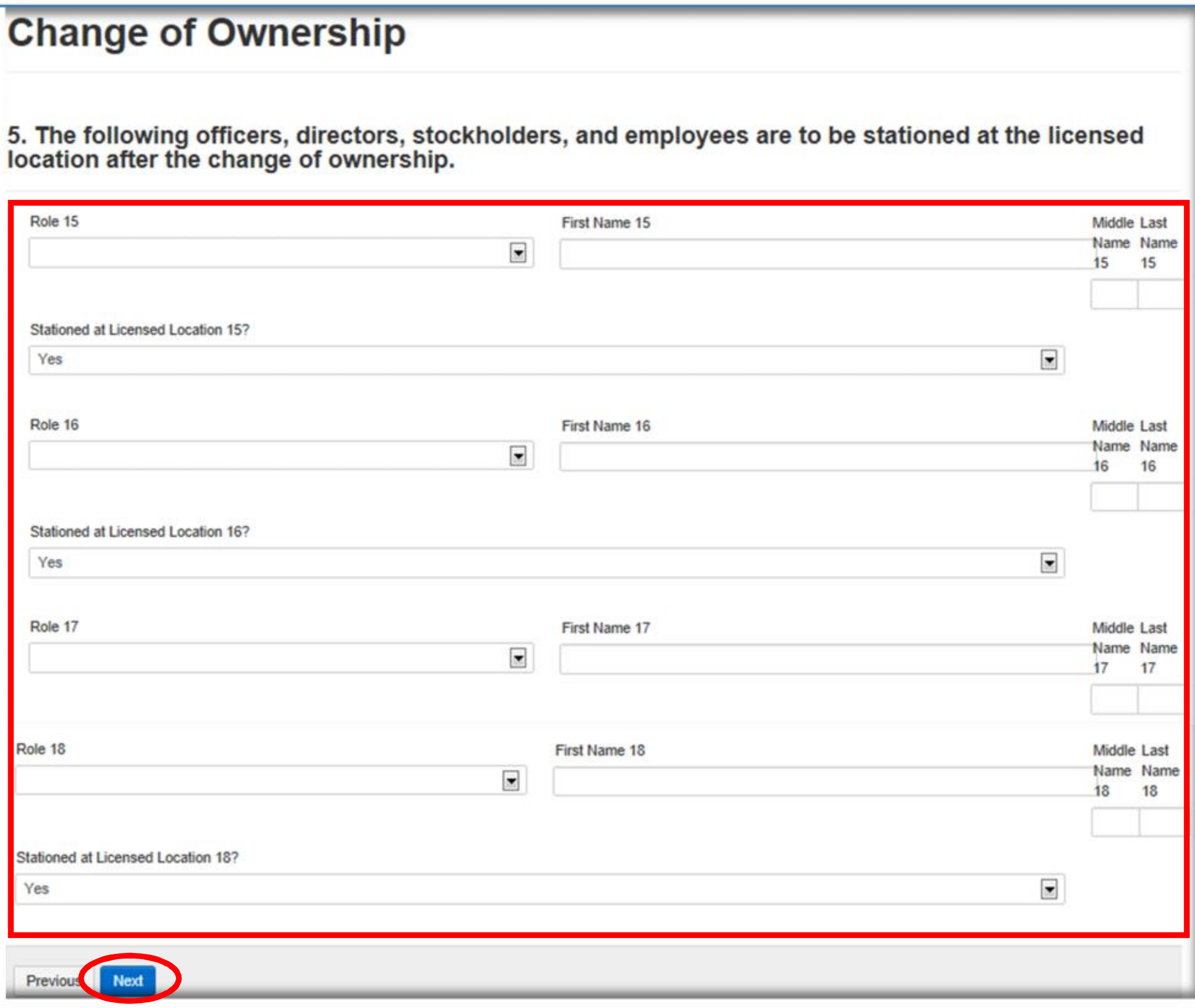
7. Enter the names of the proposed stockholders after the change of ownership and then click the "Next" button at the bottom of the screen.



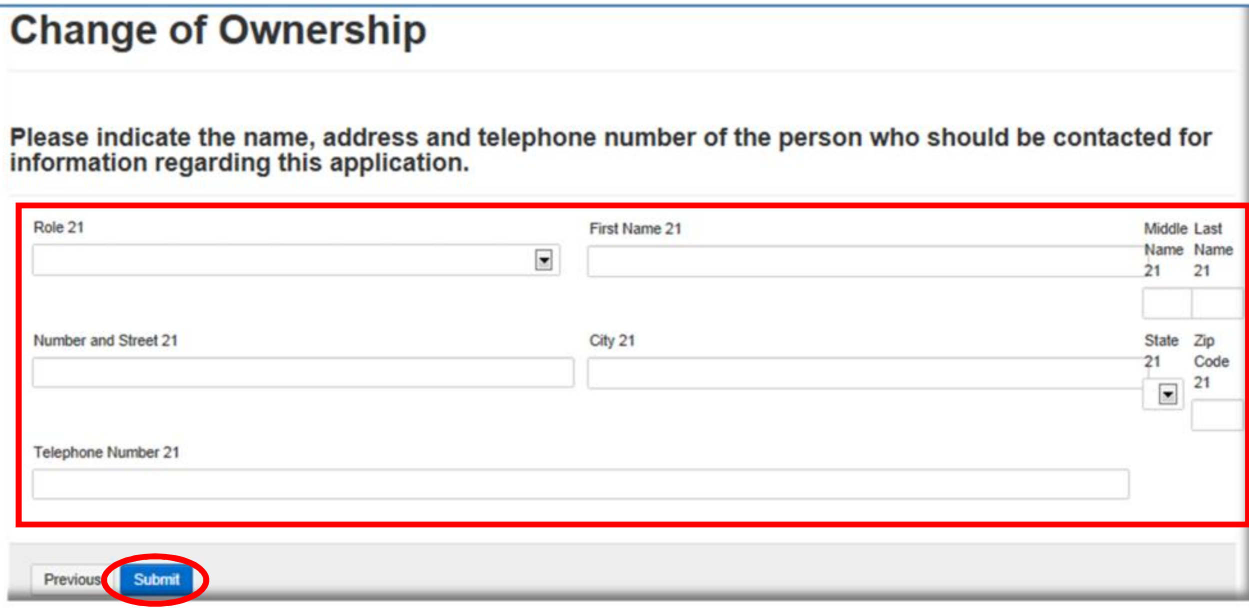
8. Enter the name of the person proposed as manager after the change of ownership and claiming the qualification of Financial Code 17200.8 and then click the "Next" button.



9. Enter the officers, directors, stockholders and employees that are to be stationed at the licensed location after the change of ownership and then click the "Next" button at the bottom of the screen.



10. Enter the contact information for the contact person and then click "Submit".



11. Attach supporting exhibits. These are defined on the downloadable application instructions form on DBO's website. Not all exhibits are required in order to submit an application, but eventually all such exhibits will be required in order for the application to be considered complete.

Note: It is highly recommended that supporting documents be uploaded in a **PDF format**.

12. Once the Change of Ownership has been submitted a message will be displayed on the screen that says "Submission completed successfully."