

# Installment Loan License Instructions

Nebraska Department of Banking & Finance

<http://www.ndbf.org/>

Commerce Court  
1230 "O" Street, Suite 400  
PO Box 95006  
Lincoln, NE 68509-5006  
402-471-2171

To obtain a license to operate a business as an installment loan company in Nebraska, an Installment Loan Application and Installment Loan Bond Form must be completed and submitted to the Department.

Please comply with the following instructions in the preparation and filing of these instruments.

1. Type all answers to application questions. Sign all papers with ink.
2. Forward an original, fully executed application to the Department.
3. Have the bond executed by a surety company and forward the original bond with the application.
4. A check or bank draft in the sum of \$500 for a license fee must accompany the application and bond. An investigation may be made of the applicant, who shall be responsible for the cost.
5. A hearing on the application will be scheduled if the applicant has no existing licenses in Nebraska or if the Director determines a hearing is necessary. The Department will cause notice of that fact to be published in a legal newspaper for three successive weeks. The publisher will bill you and you are to pay the cost of publication. Immediately after the third publication, the publisher is instructed to forward to this Department a proof of publication, certifying that you have paid the costs. We suggest that you pay these costs promptly on or before the date of the last publication so as to avoid any delays.
6. A date for hearing upon the application will be set by the Department which shall not be less than thirty days after the filing of the application. Applicant is required to have a representative present at the hearing. You will be notified in the event objections are filed. The expense of the hearing includes court reporter's fee and will be assessed to the applicant.
7. If it is determined that a hearing will not be held, the Department will publish a one-time notice in a legal newspaper stating that a decision will be withheld on the application pending a fifteen day objection period. If objections are received, a hearing will be held and items 5 and 6 above will be followed. The Applicant is responsible for the costs of the one-time publication.