

## **DIVISION OF FINANCIAL SERVICES**

**Policy Number:** 400-20  
**Date Issued:** 11/19/03  
**Date Revised:** 08/27/20  
**Date Reviewed:** 02/06/24

**Title:** APPLICATIONS FOR NEW CREDIT UNION CHARTERS

**Reference:** §11-30-101 and §11-30-101.7, C.R.S.  
Division Policy 400-12

**Purpose:** To provide guidelines for chartering new credit unions.

The process for organizing a new state-chartered credit union is set forth in Colorado credit union law, specifically §11-30-101, C.R.S.

Potential applicants for a new state-chartered credit union should review the entire credit union law, Article 30 of Title 11, C.R.S., and Division of Financial Services credit union regulations before proceeding.

A new credit union charter application proposing a community field of membership, regardless of the community's population size, is subject to the provisions of §11-30-101.7, C.R.S. and Division Policy 400-12.

Potential applicants may use the attached Document Check List for additional guidance. For ease of access, this policy, all relevant state laws and regulations, and all required forms may be found on the Division's web site (<https://financialservices.colorado.gov>).

Currently, all state-chartered credit unions serving natural persons are required to obtain and maintain federal share insurance through the National Credit Union Administration (NCUA). Therefore, in addition to state requirements, potential charter applicants will need to contact the NCUA ([www.ncua.gov](http://www.ncua.gov)) regarding requirements for insurance of accounts.

**DOCUMENT CHECK LIST – NEW STATE CHARTERED CREDIT UNION**  
**APPLICATION PURSUANT TO C.R.S. 11-30-101 and 11-30-101.7**

1. Letter of Application
2. Draft Articles of Incorporation\*
3. Draft Bylaws\*
4. Biographical Reports\* on all proposed members of the board of directors, the manager and any other person who will sign the Articles of Incorporation as an incorporator.
5. Business Plan, which must include:
  - a) Narrative description of the proposed credit union’s mission, operating goals and specific strategies to achieve the credit union’s goals.
  - b) Projected financial statements (balance sheet and income/expense statement) for at least the first two years of operations of the proposed credit union.
  - c) Narrative description of the community, employment and/or association group(s) that will comprise the field of membership of the proposed credit union.
  - d) Estimated population of the community or number of members of the employment and/or association group(s) identified above.
  - e) Number of individuals from the above identified community and/or group(s) who have indicated they will join and support the proposed credit union.
  - f) Description of facilities and assistance, if any, the proposed credit union’s sponsoring organization will provide (office space, equipment, clerical assistance, payroll deduction, etc.).
6. Check for filing fee (payable to Colorado Division of Financial Services - amount set by the Commissioner).
7. Other items requested by the Division: Certificate of Insurance from NCUA, approval from Federal Reserve Bank

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Please contact Financial Services Commissioner Mark Valente at 303-894-2336 with any questions.

\*These forms are available on the Division’s web site at <https://financialservices.colorado.gov>. The web site also contains all credit union statutes and regulations.