Kansas Office of the State Bank Commissioner

Virtual Currency Kiosk Operator - Supplemental Checklist

License Type

Money Transmitter (MT) – Virtual Currency (VC) Kiosk Operator

Agency Contact Information

Money Transmitter Licensees & VC Kiosk Operators should contact the Kansas Office of the State Bank Commissioner (OSBC) Licensing Department at the following email addresses: MTlicensing@osbckansas.org

Who is required to complete this supplement check list?

Any person who owns, rents or leases a virtual currency kiosk and engages in virtual currency transactions at a physical location within this state, whether applying for a new MT license or adding this business activity to an existing MT license in NMLS.

Virtual Currency Kiosk means

2026 HB 2951 New Sec. (8) An electronic terminal owned, rented or leased by a virtual currency kiosk operator that enables the operator to facilitate the exchange of money for virtual currency or virtual currency for money or other virtual currency with a person in Kansas, including, but not limited to:

(A) Connecting directly to a separate virtual currency exchange that performs the actual virtual currency transmission; or

(B) drawing upon the virtual currency in the possession of the owner or operator of the electronic terminal.

Complete	Requirement Items	Submitted via
☐	**VC Kiosk Customer Service Contact Number: Upload a photo displaying the location of the toll-free number or upload a document detailing where the customer service number can be found on the kiosks.** 2026 HB 2591 New Sec. 9(b) -The kiosk's customer service toll-free number shall be displayed on the kiosk or the kiosk screens. The number must be live during kiosk operating hours.	**Upload in NMLS:** under the Document Samples section of the Company form (MU1).
☐	**VC Kiosk Consumer Protection Officer (CPO): Add individual to the Primary Contact Employees section of the Company Form (MU1).** **Note: T**he designated CPO shall not be an individual who owns more than 20% of the virtual currency kiosk operator by which the individual is employed. The CPO shall have a direct dedicated telephone phone number outside of any call routing system and an email address for facilitating law enforcement and regulatory agency communications.	**NMLS**

☐	<u>**VC Kiosk Receipt:**</u> **Upload a copy/example of the VC kiosk receipt provided to the person in Kansas upon the completion of a transaction.** The Kansas receipt must contain the following information: 1. The name and contact information of the virtual currency kiosk operator, including a telephone number established by the virtual currency kiosk operator to answer questions and register complaints; 2. the type, value, date and precise time of the transaction in the local time zone; 3. the fee charged; 4. the exchange rate, if applicable; 5. the difference, if any, between the exchange rate and the market rate of any virtual currency involved in the transaction realized by the person in Kansas if the difference represents a decrease in value. The difference shall be expressed in the equivalent United States dollar and labeled as a "spread fee"; 6. a statement of the liability of the virtual currency kiosk operator for non-delivery or delayed delivery; 7. a statement of the refund policy of the virtual currency kiosk operator in compliance with section 7, and amendments thereto; and 8. the complete wallet address where money or virtual currency is deposited or sent.	**Upload in NMLS:** under the Document Samples section of the Company form (MU1).
☐	<u>**VC Kiosk Terms and Conditions:**</u> **Upload a photo, copy of a receipt, or documentation that details where consumers can view the kiosk's terms and conditions.** Kiosk operator shall disclose in a clear, conspicuous and legible writing in English where to access the terms of service. 1. Person's liability for unauthorized transactions 2. Under what circumstances a kiosk operator will disclose the person's information to other parties 3. Person's right to receive periodic account statements and valuations from the kiosk operator 4. Person's right to receive a receipt, trade ticket or other evidence of transaction 5. Person's right to prior notice of a change in the kiosk's rules or policies.	**Upload in NMLS:** under the Company Staffing and Internal Policies of the Company form (MU1).
☐	<u>**VC Kiosk Consumer Fraud Warning:**</u> **Upload a photo or copy of the required warning.** The Consumer Fraud Warning shall be clearly and conspicuously disclosed on the screen that shall be acknowledged by tapping the screen or similar manner, and by email, in at least 12-point or the largest available font size that is substantially similar to the following, including bold and capitalization:	**Upload in NMLS:** under the Additional Requirement(s) section of the Company form (MU1).

	WARNING: CONSUMER FRAUD OFTEN STARTS WITH CONTACT FROM A STRANGER WHO IS INITIATING A DISHONEST SCHEME. CRIMINAL ACTIVITY MAY APPEAR IN MANY FORMS, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING: 1. Impersonating a family member or friend while claiming to be in financial or criminal trouble. 2. Communication from someone impersonating a representative of your financial institution or a law enforcement officer. 3. Claims of a frozen bank account or credit card. 4. Claims of fraudulent financial transactions. 5. Claims of identity theft or job offers in exchange for payment. 6. Requests for payment to government agencies or companies. 7. Requests for disaster relief donations or loans. 8. Offers to purchase tickets for lotteries, sweepstakes or drawings for vehicles. **IF YOU BELIEVE YOU ARE BEING SCAMMED, CONTACT YOUR LOCAL LAW ENFORCEMENT**.	
☐	**<u>VC Kiosk Refund Policy</u>:** Upload a copy of the VC kiosk operator refund policy in compliance with Kansas law.	**Upload in NMLS:** under the Company Staffing and Internal Policies section of the Company form (MU1).
☐	**<u>VC Kiosk Consumer Fraud Complaints</u>: Upload a report that includes any instances involving consumer fraud in transactions involving Kansas consumers since the company started business in Kansas. Include any actions taken and resolutions to each complaint/fraud allegation.** At a minimum, include the following information: 1. Name, address, and telephone number of the consumer in the transaction; 2. Agency or group the complaint was taken from, if applicable; 3. Nature of the complaint/fraud; 4. Steps taken by your company to resolve the complaint/fraud; 5. Amount of money involved in the transaction (sent or requested to be sent); 6. Refunded principal amount made to the consumer; 7. Refunded fees or spread amount made to the consumer; 8. Current status of the complaint/fraudulent transaction.	**Upload in NMLS:** under the Additional Requirement(s) Section of the Company form (MU1).
☐	**<u>VC Kiosk Locations:</u> Upload a report that includes the location of each VC kiosk located in Kansas.** The location report shall include, at a minimum: 1.The legal name of the company;(VC Kiosk operator).	**Upload in NMLS:** under the Additional Requirement(s) section of the Company form (MU1).

	2. List any other entities involved in the ownership or operation of the VC Kiosk. 3. Any fictitious or trade name; 4. The physical address; 5. When the kiosk was first placed into service in Kansas; 6. The kiosk's operating hours; 7. The start date of operation of a kiosk at each location; and 8. The end date of operation of a kiosk at each location, if applicable. **Note:** Report also required to be submitted within 45 days of the end of each quarter.	
☐	**<u>Identity Verification:</u> Upload a copy of the company policy or procedure related to identity verification for each transaction.** A VC kiosk operator or such operator's authorized delegate shall obtain a copy of a government-issued identification card that identifies such user and shall collect additional information including: 1. The user's name 2. Date of birth 3. Telephone number 4. Address 5. Email address **Note:** A VC Kiosk operator shall not allow a user to engage in any transaction at a VC kiosk under any name, account or identity other than the user's own true name and identity. The VC kiosk operator shall be strictly liable for any violation of this section.	**Upload in NMLS:** under the Company Staffing and Internal Policies section of the Company form (MU1).
☐	**<u>Transaction Limits:</u> Upload a copy of the company policy or procedure related to transaction and day limits.** 1. For the initial transaction, up to $1,000; 2. within 14 days of initial transaction, up to $1,000 per day and only one transaction within 72 hours of the initial transaction, and a maximum of $10,000 in total transactions within the first 14 days of initial transaction; and 3. more than 14 days from the initial transaction, up to $10,500 per day.	**Upload in NMLS:** under the Company Staffing and Internal Policies section of the Company form (MU1).

The above checklist is only a <u>supplement</u> and is not representative of all requirements of a Kansas Money Transmitter License.

Refer to the **NMLS State Resource Center** at www.nmls.org for all licensing checklists, requirements, and fees, including the "New Application" checklist entitled:

- **KS - OSBC - Money Transmitter License (Company)**