





MORTGAGE LOAN ORIGINATOR (MU4) INSTRUCTIONS FOR SUBMITTING A CRIMINAL BACKGROUND CHECK REQUEST

The instructions below will walk you through the process of submitting a criminal background check request.

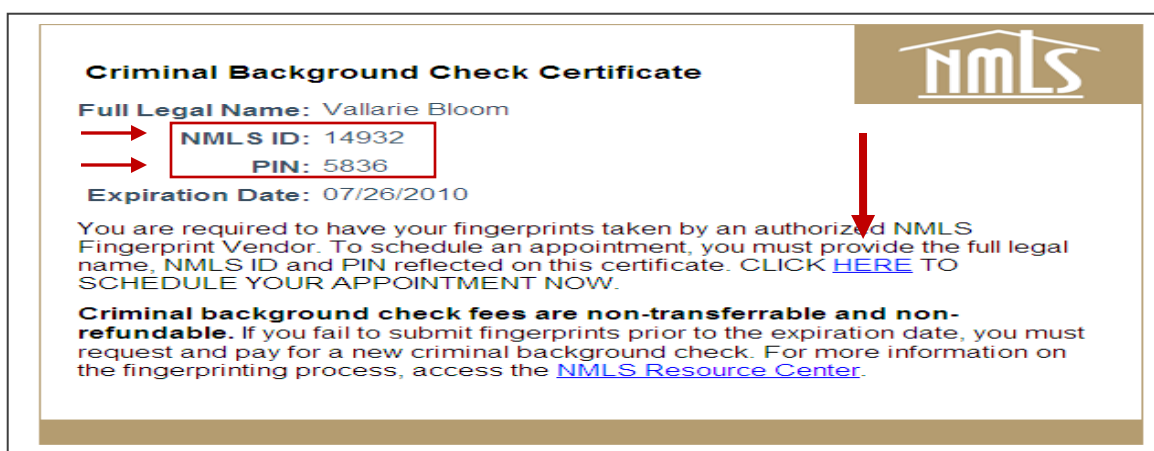
Submitting a Criminal Background Check Request (CBC Request):

1. Open the [NMLS Resource Center](#) website.
2. Select  in the upper right corner.
3. Log into NMLS.
4. Select  in the top right corner.
5. Select the **Individual** sub-menu option.
6. Click “**Create New Filing**”.
7. On the left navigation panel, click *Criminal Background Check*. [If you are submitting an MU4 filing for the first time, refer to the [Filing an MU4 Quick Guide](#).]
8. Select the “I am requesting a Federal Criminal Background Check” checkbox.
9. Confirm one of the following background check methods. (Only methods available to you will be displayed.)
 - a. Submit New Prints
 - b. Use Authorized Prints
 - c. Use Pending Prints
 - d. Name Check
10. Provide the following demographic information and click “**Save**”.
 - a. Hair Color, Eye Color, Height, Weight, and Race
11. Click *Completeness Check and Submit* on the left navigation panel or the “**Next**” arrow at the bottom of the screen. A legal attestation will appear.
12. Click “**Submit Filing**” at the bottom of the page to agree to the attestation and submit the filing to your regulator(s).

13. You will be requested to remit payment. If you choose to continue, you must select “I Agree” to the terms and conditions and select billing method. Acceptable forms of payment are ACH, VISA and Master Card.
14. Once you submit your payment, your filing will be submitted and your screen will display a message indicating the filing is processing. Processing may take a few moments. **DO NOT NAVIGATE AWAY FROM THIS PAGE.**
15. If you indicated you will “Submit New Prints” in connection with your criminal background check request, a link to the *Criminal Background Check Certificate* will appear on the screen after the filing has been processed.



16. Click “*Criminal Background Check Certificate*” when the link appears on the screen.
17. Print the certificate or write down your NMLS ID and Pin Number. This information is required to schedule your fingerprinting appointment. **DO NOT CLOSE THE CERTIFICATE.**



18. If you are ready to schedule an appointment, click the link provided in the *Criminal Background Check Certificate* to access the scheduling site for the NMLS-authorized fingerprint vendor.

19. Follow the instructions on the scheduling site to schedule an appointment at a convenient location and time to have your fingerprints captured.

For further assistance, please contact the NMLS Call Center at 240-386-4444.