





MORTGAGE LOAN ORIGINATOR (MU4) INSTRUCTIONS FOR CHECKING THE STATUS OF AN EXISTING CRIMINAL BACKGROUND CHECK (CBC) REQUEST OR RETRIEVING A COPY OF THE CBC CERTIFICATE

The instructions below will walk you through the process of checking the status of an existing criminal background check request (CBC Request) or retrieving a copy of the Criminal Background Check Certificate.

Check the Status of a CBC Request or Retrieve a Copy of your CBC Certificate:

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 **View Individual** sub-menu option.
6. Click **“View Criminal Background Check Requests”** on the left navigation panel.

From this page you can view the status of an existing request or click a link to retrieve a copy of your Criminal Background Check Certificate, if applicable, to obtain your PIN and access the link to the NMLS-approved fingerprint vendor’s scheduling site to schedule an appointment to have fingerprints captured.



Vallarie Bloom (14932)

A criminal background check request is pending. Click [here](#) to view a copy of the Criminal Background Check Certificate. The request will expire on 07/26/2010. Fingerprints must be submitted prior to this date.

Criminal Background Check Requests

Status	Reason Closed	Status Date	Method	Fingerprints Taken Date
Pending Fingerprint		1/28/2010	Fingerprint	

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