



New Application Jurisdiction-Specific Requirements



DELAWARE MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. New applicants are required to use NMLS to submit their MU4 filing. New applicants filing on or after 8/1/2010 must meet the requirements listed below at the time of application. Existing licensees (MLOs licensed as of 7/31/2010) must meet these requirements by 7/31/2010.
 - 20 hours of NMLS approved pre-licensure education courses
 - Passing score on both the National and State components of the SAFE Test
 - Fingerprints for an FBI criminal history background check
 - Authorization for a credit report
 - Proof of surety bond coverage or written confirmation that the employer is providing coverage through its surety bond. Employer's confirmation form available on www.banking.delaware.gov.
2. Total initial license application fee: \$280 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. You will also pay an additional \$39 if you authorize a criminal background check at time of application.
3. At time of approval you will be charged an additional \$250 license approval fee which will be paid directly to the Office of the State Bank Commissioner. This fee will be required annually. All Delaware licensed mortgage loan originators will be subject to an annual \$500 supervisory assessment, which will be billed by the Office of the State Bank Commissioner in July of each year and is due by August 1st each year.
4. Initial fees collected through NMLS ARE NOT REFUNDABLE.
5. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

State of Delaware
Office of the State Bank Commissioner
555 E. Loockerman Street
Suite 210
Dover, DE 19901

For Overnight Delivery:

State of Delaware
Office of the State Bank Commissioner
555 E. Loockerman Street
Suite 210
Dover, DE 19901 p

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact Bank Commissioner’s Office licensing staff by phone at 302-739-4235 or send your questions via e-mail to Elizabeth.miller@state.de.us, or carole.hoffecker@state.de.us for additional assistance.

ALL APPLICANT/LICENSEES ARE FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS SPECIFIED ABOVE ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.