



Georgia Department of Banking and Finance 2021 Renewal Checklist

Instructions & Requirements for ALL industries (Mortgage, Money Service Businesses, and Installment Lenders)

Renewal requests must be submitted through NMLS. [Click here to review all renewal deadlines, requirements and fees.](#)

1. **Mortgage Loan Originators:** Mortgage Loan Originators (MLO) should review the [Mortgage Loan Originator License Additional Items](#) below for specific instructions that are in addition to this numbered list.
2. **Georgia Branch Approvals Additional Items:** Companies with Georgia branches should review the [Georgia Branch Approvals Additional Items](#) below for specific instructions that are in addition to this numbered list.
3. **Verification of Lawful Presence in the U.S.:** Pursuant to O.C.G.A. § 50-36-1, legal permanent residents, qualified aliens, and non-immigrants are required to re-verify their lawful presence annually at renewal once licensed by the Department. A license item will be placed in NMLS on the Mortgage Loan Originator's license record, or on the company's license record in the case of a Mortgage or MSB company license, requiring the completion and submission of a Verification of Lawful Presence Affidavit Reverify form. Unless a license item is placed on the company or individual's record in NMLS, this item does not apply.

The reverify form for **Mortgage Loan Originators** can be found at:

https://dbf.georgia.gov/sites/dbf.georgia.gov/files/related_files/document/MLO-Affidavit-Reverify.pdf.

E-mail the completed MLO document(s) to renewal@dbf.state.ga.us with the subject line MLO Renewal Affidavit.

The reverify form for **Company Affiants** can be found at:

https://dbf.georgia.gov/sites/dbf.georgia.gov/files/related_files/document/GA_CO_Citizenship_Affidavit_Reverify.pdf. E-mail the completed mortgage company document(s) to renewal@dbf.state.ga.us with the subject line Mortgage Company Renewal Affidavit. E-mail the completed MSB company document(s) to msb@dbf.state.ga.us

with the subject line MSB Renewal Affidavit.

Please note that if the individual applicant is not a United States citizen, this Department may be required by O.C.G.A. §50-36-1 to verify their immigration status through the Federal Systematic Alien Verification of Entitlement (SAVE) program.

4. **Late Renewals:** Georgia's annual license/registration renewal period is between November 1 and December 1. Late Renewals are permitted between December 2 and December 31. A late fine (\$100 for individuals and \$300 for companies) may be assessed via an Agency Fee Invoice through NMLS for any renewal request made on or after December 2. A renewal application will be incomplete if any assessed fines or fees are unpaid. Incomplete applications will be subject to expiration after December 31.
5. **No Reinstatement Period:** Licensees who fail to request renewal and those who submit incomplete applications will be expired on or after January 1, 2021. Georgia does not participate in NMLS's Reinstatement period; new license requests are required for expired licensees.
6. **License Items and Agency Fee Invoices:** License items may be placed before or during the renewal period. All license items (e.g. Outstanding Agency Fee Invoices, financial responsibility, verification of lawful presence, MCR-Standard-RMLA, MSB Call Report, etc.) must be cleared prior to submitting a 2021 renewal request. A renewal

application is not complete until all license items and invoices are satisfied. No renewal request will be approved unless and until all license items are resolved.

7. **Payments:** Payments submitted through NMLS can be made using Visa, MasterCard, or ACH (Automated Clearing House). If payment is made using Visa or MasterCard the payment is processed immediately upon submission. If payment is made using ACH – a system license item will be placed that will be removed after the 5th business day if the payment has not failed prior to that date. It is the responsibility of the NMLS user/applicant to ensure that NMLS can complete an ACH transaction through the designated account. Prior to submitting payment, verify that your account contains sufficient funds to cover the payment amount that has been pre-authorized by NMLS to complete the ACH transactions (if required by your financial institution) to avoid a possible return. If a payment fails, a “Returned ACH” license item is placed, and a system-generated notification is sent indicating that the payment has failed. You are required to log-in to NMLS to repay. ***All approvals are contingent on the actual payment of required and outstanding fines and fees. A renewal application cannot be approved with an ACH or a “Returned ACH” license item. A renewal application is not deemed received until payment is received.***
8. **Amendments:** Your NMLS record must be ***current, complete, truthful, and accurate***. Please make any required amendments to your record, including changes to disclosure question responses, prior to submitting a renewal application. Records must be up to date at time of renewal. Amendments to license information CANNOT be made through the renewal feature. If you need to make changes to your record before you attest to its accuracy for renewal, make the necessary changes through the Filing tab prior to submitting a renewal application. It is strongly recommended that you submit updates immediately to allow sufficient time for review. Please review the appropriate Amendment Checklist on the [State Licensing Requirements](#) page to determine whether an amendment requires additional information to be submitted to the Department of Banking and Finance.
9. **Pending Renewal Applications:** A licensee remains authorized to conduct business while in an approved license status, even if a renewal application is pending. Renewal applications that remain incomplete after December 31 are subject to expiration. Entities are not authorized to conduct business once expired.

Agency Contact Information

Contact Georgia Department of Banking and Finance licensing staff by phone at (770) 986-1136 or send your questions via email to renewal@dbf.state.ga.us (mortgage industry) or msb@dbf.state.ga.us (money service business industry) or dbfgila@dbf.state.ga.us (installment loan industry) for additional assistance.

PLEASE DO NOT SEND THIS CHECKLIST TO THE DEPARTMENT. It is provided for the licensee’s benefit only.

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL THE REQUIREMENTS OF THE AGENCY FROM WHICH THE LICENSE FOR WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

Georgia Mortgage Loan Originator License Additional Items		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Sponsorship: Sponsorship is required as part of your renewal application. Georgia does not offer an inactive license status. Licensees will not be permitted to renew without being sponsored by a licensed/registered mortgage company. Renewal applications will be considered incomplete if the licensee loses sponsorship while a renewal application is pending unless the individual becomes sponsored by a licensed/registered mortgage company before the end of the renewal period.</p>	NMLS
<input type="checkbox"/>	<p>Continuing Education: Continuing education is required as part of your renewal application. All renewing MLO's must complete 8 hours of continuing education (CE), including 1 GA elective hour, by October 31, 2020, unless the required 20 hours of PE was completed in 2020 (<i>this deadline may be earlier than other states in which you are licensed</i>). After you have completed CE, your course provider will report the course completion to NMLS within seven (7) calendar days. No separate reporting is required. The Department may assess a \$100 late fee via an Agency Fee Invoice in NMLS if the CE requirement is not met by October 31, 2020. Renewal applications with unpaid late CE fees will be considered incomplete.</p> <p>You must allow sufficient time for the CE to be reported and to file for renewal as you will not be permitted to request renewal until all CE required has been reported.</p> <p><u>DO NOT</u> send CE course completion certificates to the Department. The Department relies on the information presented in NMLS regarding the satisfaction of CE requirements and is not able to provide any additional information than what is contained in the MLO's record.</p>	NMLS

Updated 08/13/2020

Georgia Branch Approvals Additional Items		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Branch Managers and Office Relocations: Georgia branches without an approved branch manager in place or at an approved location will not be renewed. Provide all information requested to avoid delays in the processing of renewal applications for both mortgage companies and their respective branches.	NMLS

Updated 08/13/2020