



Individual New Application Agency Requirements



GEORGIA MORTGAGE LOAN ORIGINATOR LICENSE

This document includes instructions for a **Georgia Mortgage Loan Originator** new application request. If you need to complete an application for a company or branch location (authorized delegates are not considered a branch in NMLS); refer to the appropriate new application checklists.

Total License costs: **\$130** including the NMLS processing fee.

Additionally, 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 \$36.25 if you authorize a criminal background check at time of application. Fees collected through the NMLS ARE NOT REFUNDABLE.

A sponsorship request must be submitted by your employer before your application request will be reviewed for approval. If the applicant is not currently employed by a mortgage company, the application will be administratively withdrawn as incomplete. A mortgage loan originator shall not be sponsored simultaneously by more than one mortgage broker, or mortgage lender licensed or registered under the Georgia Residential Mortgage Act.

The Mortgage Loan Originator will be covered under their sponsoring company's surety bond.

The individual's email address on the MU4 must be kept current at all times. Applicants will be notified through the NMLS if their application is incomplete or if additional information is needed. To review your application status, click on the Composite View tab and then click on View License/Registration in NMLS. Review the [License Status Definitions](#) found on the NMLS Resource Center for further instruction.

Use the checklist below to complete the requirements for Georgia Mortgage Loan Originator License. The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Individual Form](#) through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS. Agency specific requirements marked **attached** 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 and Overnight Delivery:

*Georgia Department of Banking and Finance
NDFI Division
2990 Brandywine Road, Suite 200
Atlanta, GA 30341-5565*

NMLS **Individual** Unique ID Number: _____

Applicant Legal Name: _____

Applicant's email address: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	GEORGIA MORTGAGE LOAN ORIGINATOR LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Pre-licensure Education: Complete 20 hours of NMLS approved pre-licensure education courses – NMLS must indicate you are compliant with this requirement.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Testing: Passing score on both the National and Georgia State components of the SAFE Test or the National Test Component with Uniform State Content or the Stand-alone UST– NMLS must indicate you are compliant with this requirement.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Criminal Background Check: Authorization for a FBI criminal history background check to be completed in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Credit Report: Authorization for a credit report must be completed. Individuals will be required to complete an Identity Verification Process (IDV).
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Credit Report Explanations: Any credit report filed with this Department containing tax liens, judgments, bankruptcies or charged off credit will likely cause the processing of the application to be delayed, or possible cause the application to be denied. If it is known there are derogatory accounts, please provide documentation of payment plan with 3 payments made or copy of settlement or release or pay off as applicable.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • Proof the debt has been paid; • Proof that a payment plan has been established and that three current payments have been made; or • Proof that the debt is not yours and has been disputed with the creditor as well as Transunion. <p>This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i>.</p> <p>Upload in NMLS: under the Document Type <u>Credit Report Explanations</u> in the <i>Document Uploads</i> section of the Individual Form (MU4).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p>Jurisdiction Specific Documents: The following documents are included in the downloadable .pdf file: Oath of Applicant, Background Check Authorization Form, and Verification of Lawful Presence Citizenship Affidavit. Download and complete ALL pages, providing an original signature where a signature is required. Refer to Page 1 for the Department’s mailing address. Click to download the forms.</p> <p>These forms must be mailed to the following address – Georgia Department of Banking and Finance, ATTN: NDFI Division, 2990 Brandywine Road, Suite 200, Atlanta GA 30341-5565.</p>

WHO TO CONTACT – Send your questions via e-mail to newapps@dbf.state.ga.us or contact the NDFI licensing staff by phone at 770-986-1136 for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.