



# New Application Jurisdiction-Specific Requirements



## IOWA MORTGAGE LOAN ORIGINATOR LICENSE

### Instructions

- Total of the license request including the NMLS processing fee is \$80. 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.
- All fees are collected through the NMLS and ARE NOT REFUNDABLE
- New applicants are required to use NMLS to submit their MU4 filing. License approval will be issued once your MU4 filing is satisfactorily reviewed by Iowa Division of Banking. To receive "Approval" status Mortgage Loan Originator's must meet the following requirements.
  - Complete 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
- The Mortgage Loan Originator's license will not be approved until a sponsorship request is submitted by the originator's employer. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
- Jurisdiction-specific requirements as identified on the checklist below must be received within 5 business days of the electronic submission of your application at the following:

For U.S. Postal Service and Overnight Delivery Send to:

*Iowa Division of Banking  
200 E. Grand Avenue, Suite 300  
Des Moines, IA 50309-1827*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions.

**WHO TO CONTACT** - Contact the IDOB Finance Bureau Licensing staff by phone at 515-281-4014 or send your questions to [fblicensing@idob.state.ia.us](mailto:fblicensing@idob.state.ia.us) for additional assistance.

**YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR MORTGAGE BANKING ACTIVITIES IN THE STATE OF IOWA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE IOWA DIVISION OF BANKING**