



New Application Checklist Jurisdiction-Specific Requirements



IDAHO EXEMPT ENTITY REGISTRATION

Instructions

1. Each branch location, wherever located, desiring to conduct business under this registration authority must be separately authorized and will require a filing of Form MU3 through NMLS.
2. Each individual performing independent contractor mortgage loan processing or mortgage underwriting functions will require a filing of Form MU4 through NMLS. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
3. Check the "Other" box on the "Other Business" section of the Form MU1 to state that applicant is engaged solely in contract mortgage processing or contract mortgage underwriting activities.
4. Each registrant is required to have a Qualifying Individual (QI) responsible for the activities conducted at each location. Use the QI section of the NMLS Form MU1 to identify the QI. A Form MU2 will then be generated requiring completion of biographical information for the QI. A QI may be responsible for more than one registered location.
5. The Resident/Registered Agent section of the Form MU1 must be the same person or entity as recorded with the Idaho Secretary of State.
6. Applications not completed within 60 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a "Withdrawn-Application Abandoned" status. New fees will apply if a new registration application is filed.
7. Total registration costs: \$100.00 representing the NMLS processing fee. No fees are payable to the state of Idaho for company registration.
8. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
9. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
10. 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:

*Idaho Department of Finance
Consumer Finance Bureau
PO Box 83720
Boise, ID 83720-0031*

For Overnight Delivery:

*Idaho Department of Finance
Consumer Finance Bureau
800 Park Blvd., Ste 200
Boise, ID 83712*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE DOCUMENTATION. A certified copy of: <ul style="list-style-type: none">• The Corporate Charter or Articles of Incorporation (if a corporation), or• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or• The Partnership Agreement (if a partnership of any form);
<input type="checkbox"/>	<input type="checkbox"/>	A Certificate of Authority or a Certificate of Good Standing dated not more than 60 days prior to the filing of an application through NMLS;
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant was organized or formed outside of Idaho, submit certified proof of authorization to do business in this state from the Idaho Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name provide a file-stamped copy of the Certificate of Assumed Business Name from the Idaho Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any “Yes” answer to any of the Disclosure questions for the Company, Qualifying Individual, Branch Manager or any Control Person and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to mortgage@finance.idaho.gov for additional assistance.

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