



## New Application Checklist Jurisdiction-Specific Requirements



### IDAHO REGULATED LENDER REGISTRATION

#### Instructions

1. Each branch location wherever located, desiring to conduct business under this registration authority, must be first licensed as a regulated lender branch licensee under the Idaho Credit Code, must be separately authorized and will require a filing of Form MU3 through NMLS.
2. A residential address may be registered as a company or branch location if it matches a licensed location of the company as a regulated lender under the Idaho Credit Code.
3. Each individual originating mortgage loans or conducting mortgage loan modification activities needs to be separately authorized and 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](#).
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. All information submitted through the NMLS will be used to update and supersede information in the registrant's license file as a regulated lender licensee under the Idaho Credit Code. Separate duplicate paper filings of ICC forms will not be required.
7. Registrations not completed within 60 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a "Withdrawn-Application Abandoned" status.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.
8. Total registration costs: \$100.00 representing the NMLS processing fee. No fees are payable to the state of Idaho for company registration.
9. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
10. 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.
11. 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: \_\_\_\_\_

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<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER TRADE NAMES.</b> If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, and it is not currently on file with the registrant’s regulated lender license under the Idaho Credit Code, provide a file-stamped copy of the Certificate of Assumed Business Name from the Idaho Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> 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. (Information currently on file with the Department contained in the registrant’s regulated lender license file does not need to be duplicated at initial registration.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>SAMPLE DOCUMENTS.</b> Provide samples of all residential mortgage loan origination or modification forms that are to be used with Idaho borrowers. This does not include typical closing forms such as the Note or Deed of Trust. Idaho-specific required disclosures are attached. If registrant uses alternative disclosures to satisfy IDAPA 12.01.10.50, they must be submitted and pre-approved prior to usage. (Forms currently on file with the Department contained in the registrant’s regulated lender license file do not need to be duplicated at initial registration.)

**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](mailto: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.