



New Application Checklist

Jurisdiction-Specific Requirements



INDIANA-SOS LOAN BROKER LICENSE

Instructions

1. Each branch location wherever located, desiring to conduct business in Indiana must be separately licensed and will require a filing of Form MU3 through NMLS.
2. Each individual originating mortgages needs to be separately licensed 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](#).
3. A licensed principal manager is required for all locations where the licensee conducts business with consumers. This individual may be referred to as the Branch Manager or Principal Manager and must be listed as the "Qualifying Individual" on Form MU1, and his/her business address must match the address for the location in which they work. The Principal Manager must also be licensed by filing Form MU4 through NMLS.
4. Registered Agent: Every applicant for licensure shall appoint the Secretary of State to be the applicant's agent to receive service of any lawful process. (This does not apply to the Corporation filings; see the [INSOS Business Services Division](#) website for Corporation filing information).
5. Total License costs: \$300.00, which includes the NMLS processing fee. Additional charges for Ultimate Equitable Owners are payable outside the NMLS and are noted in the checklist below.
6. All fees are collected through the NMLS except the Ultimate Equitable Owner fees and ARE NOT REFUNDABLE.
7. The regulator will review the filing and all required documents and communicate with you through the NMLS. To review your status in the NMLS, click the Tasks tab and click Work List.
8. 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 and Overnight Delivery:

*Indiana Secretary of State
Securities Division
302 W. Washington St.
Room E-111
Indianapolis, IN 46204*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND. Provide an original bond in the appropriate graduated amount furnished by a surety company authorized to conduct business in Indiana. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. For applicants applying prior to October 31, the bond term should extend until the end of the year of application. For applicants applying after November 1 and before December 31, the bond term should extend until the end of the year following application. Use the surety bond form found here. The power of attorney for the bond must also be included. Do not include an expiration date on bond.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>SECRETARY OF STATE DOCUMENTATION. A copy of:</p> <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"/>	<p>ULTIMATE EQUITABLE OWNER(S). \$100.00 for each ultimate equitable owner (UEO). Checks are made payable to the Secretary of State. UEOs are also required to obtain an FBI background report through the NMLS</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ENTITY NAME. Entity’s name and any assumed business name(s) must be registered with the Indiana Secretary of State, Business Services Division and must match the name on the bond exactly www.in.gov/sos/business/corps/searches.html</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>CONSENT TO SERVICE OF PROCESS. In section 2a of the MU1 provide the Indiana Secretary of State’s address and contact information appointing the Secretary of State as the agent to receive process.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>FBI BACKGROUND CHECKS For each control person, equitable owner(s), director(s), manager(s) or officer(s) provide an FBI background check issued by the Federal Bureau of Investigations (FBI). Please see the instructions on obtaining the FBI criminal background check for more detail. http://www.in.gov/sos/3388.htm</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any “Yes” answer to any of the Disclosure questions for the company or any Control Person and provide a copy of any applicable orders or documents.</p>

WHO TO CONTACT – Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at [317-232-6681](tel:317-232-6681) or send your questions via e-mail to nljones@sos.in.gov for additional assistance.

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