



New Application Checklist Jurisdiction-Specific Requirements



INDIANA-SOS PRINCIPAL MANAGER LICENSE

Instructions

1. A Principal Manager is required for all locations conducting transactions in Indiana 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; this is different than a relationship. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
2. Total License costs: \$130.00 which includes the NMLS set-up fee. 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. Additional charges for the National SAFE Test and Indiana SAFE Test are not included in the initial application fee.
3. All fees are collected through the NMLS ARE NOT REFUNDABLE.
4. Complete 20 hours of, [NMLS approved education](#). This must include 2hrs of Indiana law. The 2hrs of Indiana law may be taken outside of the 20hrs as well.
5. Complete the [National and State components of the SAFE Tests](#).
6. Complete fingerprints for an [FBI background report](#).
7. Authorization for a credit report.
8. Beginning January 1, 2012, complete additional 16 hours of NMLS approved education including 4 hours of Ethics and have worked as a mortgage loan originator for at least 3 out of the previous 5 years.
9. 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 Composite View Tab and View Individual.
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 or 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"/>	SUPPORTING DOCUMENTS. Provide any supporting documentation that may be necessary including resumes showing detailed experience.
<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 and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at 317-232-6681 or send your questions via e-mail to nljones@sos.in.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 APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.