



New Application Checklist Jurisdiction-Specific Requirements



LOUISIANA MORTGAGE LOAN ORIGINATOR LICENSE

1. Before submitting an MU4 originator application to this jurisdiction, you must first complete 24 hours of pre-licensing education, submit fingerprints through the NMLS and pass both a national and Louisiana state-specific test. To register for the education hours, the tests or fingerprints, you must first create a base record by submitting your personal information into the NMLS and obtaining a unique identification number. Once this is completed, you will be able to submit your test registration, register for courses and arrange with a vendor to take your fingerprints. The NMLS Resource Center includes detailed instruction under Professional Requirements.
2. New applicants are required to use NMLS to submit their MU4 filing. The license status will be "Pending" until the filing is reviewed, all state specific forms submitted outside the system and all of the following requirements met.
 - Certification that 24 hours of pre-licensure education courses have been completed
 - Passing score on both the National and State components of the SAFE Test
 - Fingerprints for an FBI criminal history background check are submitted through the NMLS and a criminal history report received from FBI reflecting acceptable history. (Must be processed at a ProScan location. For more information please see the Professional Requirements section of NMLS Resource Center.)
 - Authorization for a credit report
 - Originator must be sponsored by licensed company
 - Originator must provide either a surety bond or documentation that the employer is providing surety bond coverage for the originator.
3. Each individual who originates mortgage loans and any individual who is an independent contractor working as a loan processor or underwriter is subject to the Louisiana S.A.F.E. Residential Mortgage Lending Act and must be separately authorized by filing a Form MU4 through the NMLS.
4. The company must submit a sponsorship request to the regulator for the originator only before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk your company administrator through this process. NMLS Quick Guides. No sponsorship request is necessary for originators of exempt entities. Additionally there is no sponsorship required for licensed contractors who are employed solely in loan processing or underwriting activities.

NOTE: It is extremely important that each originator have their own e-mail address and that all e-mail addresses are current. Notifications of status changes and requests for information will only be sent to you from the NMLS. You are responsible for checking the status of your originator application on the NMLS and reading all e-mails generated by the NMLS and/or OFI.

5. The fee for a new loan originator license is: \$169 including NMLS processing fee and Federal Criminal Background check.
6. All fees collected through the NMLS ARE NOT REFUNDABLE.

7. The regulator will review the individual's filing and all required documents. **All notification with individual will be via E-mail through the NMLS and communication will be via E-mail through OFI.**
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:

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov. Technical support questions about the NMLS should be directed to the **NMLS Call Center at (240) 386-4444.**

For U.S. Postal Service:

Louisiana Office of Financial Institutions
 Non-depository Division
 Residential Mortgage Lending
 P.O. Box 94095
 Baton Rouge, LA 70804-9095

For Overnight Delivery:

Louisiana Office of Financial Institutions
 Non-depository Division
 Residential Mortgage Lending
 8660 United Plaza Blvd, 2nd Floor
 Baton Rouge, LA 70809

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	EDUCATION REQUIREMENT. LSA-R.S.6:1094(A)(1) of the Louisiana S.A.F.E. Residential Mortgage Lending Act requires that all new originator, processor, and underwriter applicants complete 24 hours of education approved by the NMLS , including the following minimum requirements: 3 hours of federal law, 3 hours of ethics, 2 hours of training related to lending standards for the non-traditional mortgage marketplace; 4 hours of NAMB/MBA approved courses. Originator must submit verification from the provider of the 4-hour NAMB/MBA course to the Louisiana Office of Financial Institutions. The balance of the education hours may be selected at the originator's discretion from NMLS approved courses.
<input type="checkbox"/>	<input type="checkbox"/>	TESTING REQUIREMENT. Originators, processors, and underwriters applying for a mortgage loan originator license must complete both the national and state-specific portions of the test offered on the NMLS with a minimum score of 75%.
<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYMENT AGREEMENT/BRANCH MANAGER AGREEMENT. Submit signed copy of employment agreement or branch manager agreement, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINTS. Submitted through NMLS refer to Professional Requirements section of NMLS Resource Center.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions.
<input type="checkbox"/>	<input type="checkbox"/>	VERIFICATION OF W-2 EMPLOYMENT. (ORIGINATORS ONLY) Employer must provide written verification that the originator will be compensated only as a W-2 employee for IRS tax purposes.
<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYER COVERAGE AFFIDAVIT. (ORIGINATORS ONLY) Employer must submit an Employer Coverage Affidavit form for each loan originator. Click to download form

THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

YOU ARE NOT AUTHORIZED TO ENGAGE IN ORINATION ACTIVITIES IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.