



New Application Checklist Jurisdiction-Specific Requirements



MISSISSIPPI LOAN ORIGINATOR LICENSE

Instructions

1. Each Mortgage Loan Originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. Each branch location is required per statute to have a Loan Originator licensed at that branch; therefore, for each MU3 form filed, a corresponding MU4 form must be filed also. 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 Sponsorship" at the following link will help walk your company through this process. [NMLS Quick Guides](#).
3. Physical licensed work location (branch or main office), as identified by the Company Sponsoring the license, must be within 125 miles of the Loan Originator's residency as identified on Form MU4.
4. Requirements from the applicant include:
 - Complete 20 hours of NMLS approved pre-licensure education courses. The 20 hours must include: 3 hours of Federal law and regulations; 3 hours of ethics, 2 hours of nontraditional mortgage product training and 4 hours of the Mississippi S.A.F.E. Mortgage Act.
 - Passing score on both the National and MS State components of the SAFE MLO Test
 - Fingerprints for an FBI criminal history background check submitted to the NMLS system and a fingerprint card must also be submitted to the MS Department of Banking for a MS state criminal history background check
 - Authorization for a credit report
 - License sponsored by company
 - The applicant has never been convicted, pled guilty or pled nolo contendere of any felony (regardless of charge) or any misdemeanor of fraud, theft, forgery, bribery, embezzlement or making a fraudulent or false statement.
5. Total of the license request including the NMLS processing fee is \$131.00. 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.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. If the Loan Originator is changing employers, an initial MU4 must be completed. The loan originator license is not transferrable between employers.
8. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Mississippi Department of Banking and Consumer
Finance
Attn: Mortgage Division
PO Box 23729
Jackson, MS 39225-3729

For Overnight Delivery:

Mississippi Department of Banking and
Consumer Finance
Attn: Mortgage Division
501 N West Street
901A Woolfolk Building
Jackson, MS 39201

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINT CARDS. For each Loan Originator, mail to the Department a fingerprint card issued by the Federal Bureau of Investigations (FBI) for a MS state criminal background check. You may obtain a fingerprint card from the Mississippi Department of Banking by emailing mary.spires@dbcf.ms.gov . Please ensure that the card is completed – including birthdate, height, social security number, etc.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings and any applicable orders or documents for any “Yes” answer to any of the Disclosure questions on Form MU4.

WHO TO CONTACT – For licensing questions, please contact the Mortgage Division licensing staff via e-mail to mary.spires@dbcf.ms.gov for additional assistance. For website questions, please contact the NMLS Call Center at 240-386-4444.

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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL