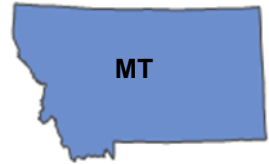




New Application
Jurisdiction-Specific Requirements



MONTANA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Each mortgage loan originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. The mortgage loan originator’s license will not be approved until a sponsorship request is submitted by the originator’s employer. A quick guide titled “Create Sponsorship” at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. New applicants are required to use NMLS to submit their MU4 filing. Applicants must meet the following requirements prior to submitting a filing to the department for a mortgage loan originator license:
 - Complete 20 hours of NMLS approved pre-licensure education courses
 - Passing score on both the National and Montana State components of the SAFE Test
 - Fingerprints for an FBI criminal history background check
 - Authorization for a Montana criminal history background check
 - Authorization for a credit report to be pulled
4. Total license costs:
 - \$484 including the NMLS processing fee (\$30), Federal Criminal Background check fee (\$39) if you authorize a criminal background check at the time of application and a credit report fee (\$15) which will be added if a credit report has not been authorized through NMLS in the past 30 days.
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist at the following:

For U.S. Postal Service:

*Division of Banking and Financial Institutions
Mortgage Licensing
P.O. Box 200546
Helena, MT 59620-0546*

For Overnight Delivery:

*Division of Banking and Financial Institutions
Mortgage Licensing
301 S. Park Ave, Suite 316
Helena, MT 59601*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<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 and provide a copy of any applicable orders or documents.
<input type="checkbox"/>	<input type="checkbox"/>	AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Provide an executed original copy of the release form. Click to download release form.
<input type="checkbox"/>	<input type="checkbox"/>	VERIFICATION OF EXPERIENCE. Submit W-2's, 1099's, or pay stubs to prove six months of experience for a mortgage loan originator or 3 years of experience for a designated manager.

WHO TO CONTACT – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to mortgagelicensing@mt.gov for additional assistance. For system questions, call 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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.