



## New Application Checklist Jurisdiction-Specific Requirements



# NORTH CAROLINA MORTGAGE LOAN ORIGINATOR LICENSE

### Instructions:

1. "Mortgage loan originator" means: An individual who for compensation or gain or in the expectation of compensation or gain, whether through contact by telephone, by electronic means, by mail, or in person with prospective borrowers, either:
  - Takes a residential mortgage loan application or offers or negotiates terms of a residential mortgage loan,
  - Accepts or offers to accept applications for mortgage loans,
  - Solicits or offers to solicit a mortgage loan,
  - Negotiates the terms or conditions of a mortgage loan, or
  - Issues mortgage loan commitments or interest rate guarantee agreements to prospective borrowers.
2. A mortgage loan originator shall not be employed simultaneously by more than one mortgage lender, mortgage broker, or mortgage servicer licensed under this Article.
3. The license of a mortgage loan originator is not effective and held in an "Approved-Inactive" status during any period when that person is not sponsored by a mortgage broker or mortgage lender licensed under the NC SAFE Act.
4. New applicants are required to use NMLS to submit their "application" MU4 filings. In order to be considered for a mortgage loan originators license an applicant must meet the following requirements:
  - Certification that 20 hours live classroom or class room equivalent pre-licensure education courses has been completed
  - Certification that a North Carolina laws and regulations 4 hour live classroom or classroom equivalent pre-licensure education course has been completed
  - Passing score on both the National and State components of the SAFE MLO Test
  - Fingerprints for an FBI criminal history background check
  - Authorization for a credit report
5. Total license costs: \$202.00 including the NMLS processing fee, Federal Criminal Background check and Credit background check.
6. All fees are collected through the NMLS and are non-refundable.
7. Applications not completed within 30 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a Withdrawn-Application Abandoned Status.
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 address or may be submitted via email to [CGering@nccob.gov](mailto:CGering@nccob.gov)

For U.S. Postal Service:  
 North Carolina Commissioner of Banks  
 Mortgage Division  
 4309 Mail Service Center  
 Raleigh, NC 27699-4309

For Overnight Delivery:  
 North Carolina Commissioner of Banks  
 Mortgage Division  
 316 West Edenton Street  
 Raleigh, NC 27603

Unique ID Number: \_\_\_\_\_  
 Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide a complete explanation and details of all events or proceedings for any “Yes” answer to any of the Disclosure questions. In addition, include copies of : court or jurisdiction documents, bankruptcy filing, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.</p>

**WHO TO CONTACT** – Contact the NC Mortgage Licensing Division staff by phone at (919) 733-0589 or send your questions via e-mail to [mortgage@nccob.gov](mailto:mortgage@nccob.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.