



## New Application Checklist

Jurisdiction-Specific Requirements



# NORTH DAKOTA 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 a Company Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. New applicants beginning August 1, 2009 are required to use NMLS to submit their MU4 filing. To receive full "Approval" status Mortgage Loan Originator's must meet the following requirements:
  - Certification that 20 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
  - Satisfactory review of a credit report
  - License sponsored by company
4. Total license costs: \$105 including the NMLS processing 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.
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 within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service and Overnight Delivery send to:

*ND Dept. of Financial Institutions  
Consumer Division  
2000 Schafer Street, Suite G  
Bismarck, ND 58501*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> 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 the Consumer Division licensing staff by phone at (701) 328-9933 or send your questions via e-mail to [dfi@nd.gov](mailto:dfi@nd.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.