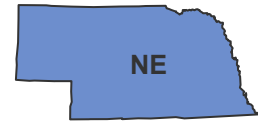




## New Application Jurisdiction-Specific Requirements



# NEBRASKA 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 Mortgage Loan Originator license may only be sponsored by one company. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. Upon receipt of a correctly completed Form MU4, any supplemental information submitted through NMLS, and any checklist items required to be submitted outside of the system, the license application will be placed in a "Pending-Review" status while the Department conducts its investigation of the application.

The Department may contact you via secure email during this time to ask for clarifications or additional information about your application. Please ensure that your email is able to receive messages from [dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov). If clarification is requested, your application would be placed back into a "Pending-Deficient" status until items are submitted and reviewed by Department staff.

Mortgage loan originators may not originate residential mortgage loans involving Nebraska dwellings while in any "Pending" status. Upon the completion of the investigation, the Department will make a decision on your application and change your NMLS status accordingly. If your application is denied you will receive a written Order and you have the opportunity to appeal the decision by requesting a hearing as outlined in the written Order.

4. Total of the license request including the NMLS processing fee is \$180.00. 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.
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:*

*Nebraska Department of  
Banking and Finance  
P.O. Box 95006  
Lincoln, NE 68508*

*For Overnight Delivery:*

*Nebraska Department of  
Banking and Finance  
Commerce Court  
1230 O Street, Suite 400  
Lincoln, NE 68509*

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.
<input type="checkbox"/>		<b>UNITED STATES CITIZENSHIP ATTESTATION FORM.</b> The Department is required to verify the lawful presence in the United States of all applicants for a Mortgage Loan Originator license. Please provide an original, signed copy of the attestation form. <a href="#">Click to download form.</a>

**WHO TO CONTACT** – Contact NDBF licensing staff by phone at 402-471-2171 or send your questions via e-mail to [dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.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.