



## New Application Checklist Jurisdiction-Specific Requirements



### NEW HAMPSHIRE EXEMPT COMPANY REGISTRATION

#### Instructions

1. New Hampshire law has very few exceptions from the mortgage licensing requirements and it is highly recommended that you review NH RSA 397-A:4 and RSA 397-B:10 and call the New Hampshire Banking Department Licensing Section at 603-271-8675 to gain prior approval for use of this exempt registration status before proceeding. Companies exempt from licensing in New Hampshire may register their company with NMLS to enable licensing of their loan originators with New Hampshire Banking Department through NMLS. This exempt mortgage company registration is a registration with NMLS and is **OPTIONAL** and provided for companies who are not required to be licensed or registered under New Hampshire law, but who employ individuals required to be licensed under New Hampshire law and wishes to take advantage of efficiencies the system offers. Such Companies register with NMLS by submitting a completed Form MU1.
2. The Registered Agent entered on Form MU1 must be the same person recorded with the New Hampshire Secretary of State. If you are not an out-of-state company and are not required to register with the Secretary of State, list the individual listed as the *Contact Person* for the company on Form MU1
3. At least one Individual must be listed in the *Direct Owner/Executive Officer* section of Form MU1 and be listed as a *Control Person* with a Form MU2 completed. This individual should have the authority to make decisions on behalf of the company.
4. The *Qualifying Individual* section of Form MU1 can be left blank.
5. Total NMLS exempt registration costs: \$100 NMLS processing fee for Form MU1 (headquarters). 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:

New Hampshire Banking Department  
Licensing Division  
53 Regional Dr  
Concord NH 03301

For Overnight Delivery:

New Hampshire Banking Department  
Licensing Division  
53 Regional Dr  
Concord NH 03301

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

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

ATTACHED	NOT APPLICABLE	ITEM
		<p>EXEMPTION CLAIMED. In the space below, cite the provision in New Hampshire law under which your company is claiming an exemption from licensure under RSA 397-A or registration under RSA 397-B:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND. If the company's loan originators do mortgage <i>banking</i> origination, provide an original Mortgage Banker/Broker bond in the amount of \$100,000. If the company's loan originators do mortgage <i>brokering</i> origination, provide an original Mortgage Broker/Servicer bond in the amount of \$50,000. If the company's loan originators are licensed for a Mortgage Servicer, provide an original Mortgage Broker/Servicer bond in the amount of \$50,000. Call the Licensing Section at the New Hampshire Banking Department at 603-271-8675 to obtain the correct exempt company bond form. For each bond the name of the principal insured on the bond must match exactly the Full Legal Name of the applicant and the surety company must be authorized to conduct business in New Hampshire.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>SECRETARY OF STATE DOCUMENTATION. A certified copy of:</p> <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form); and</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>A Certificate of Authority or a Certificate of Good Standing dated not more than 60 days prior to the filing of an application through NMLS; and</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>OTHER TRADE NAMES. If applicant will be operating under a name other than its legal name, such as a "dba" or "fictitious" name, provide a file-stamped copy of the Certificate of Trade Name from the New Hampshire Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the company or any Control Person.</p>

**WHO TO CONTACT** – Contact the New Hampshire Banking Department licensing staff by phone at (603) 271-8675 or send your questions via e-mail to [Licensing@banking.state.nh.us](mailto:Licensing@banking.state.nh.us) for additional assistance.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS 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.