



New Application Jurisdiction-Specific Requirements



NEW HAMPSHIRE MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Each Mortgage Originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. It is unlawful for any individual to transact business in New Hampshire as an originator unless such individual is licensed. An individual shall not engage in the business of a mortgage loan originator with respect to any dwelling located in New Hampshire without first obtaining and maintaining annually a license. An originator's license is only in effect when such originator is associated with a particular licensed mortgage banker or broker.
3. No originator shall at any time represent more than one mortgage banker or broker.
4. An 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](#)
5. Any originator who files a new application is required to meet *all* the requirements of the S.A.F.E. Act prior to license approval being granted. There is no provision for "grandfathering" of these requirements. Please see the [Bulletin](#) on the NH Banking Department website for detailed information. The requirements will include submission and satisfactory review by the NH Banking Department **through the NMLS** of the following;
 - Authorization for a credit report through the NMLS (once the NMLS has facilities in place for such procedures).
 - Fingerprints for an FBI criminal history background check through the NMLS
 - Passing grade on a qualified National Component test and New Hampshire State Component test. **All testing is done by the NMLS, and information on testing and courses can be obtained on the NMLS Resource Center.**
 - 20 hours of NMLS approved pre-license education courses shall have been completed. Once the NMLS has facilities in place to allow a state to certify on the NMLS that an individual loan originator has taken 20 hours of qualifying pre-license education in that state, New Hampshire will accept that state's certification and the loan originator will be considered to have met the 20 hour pre-license education requirement.
 - A license shall not be issued and effective *unless* the applicant is licensed or registered in the applicant's home state, which is the state from which the individual primarily conducts mortgage business.
6. Total license costs: \$169.00 including the NMLS processing fee and Federal Criminal Background check.

7. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
8. Jurisdiction-specific requirements are identified on the checklist below. Only if you answer “yes” to any item under Question 9 *Disclosures* on Form MU4, you must provide a written explanation and submit it to the Department at the address below with this checklist within 5 business days of the electronic submission of your application through the NMLS. If there are no “yes” answers, do not send this checklist to the Department

For U.S. Postal Service:

New Hampshire Banking Department
53 Regional Dr
Suite 200
Concord NH 03301

For Overnight Delivery:

New Hampshire Banking Department
53 Regional Dr
Suite 200
Concord NH 03301

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| ATTACHED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>DISCLOSURE QUESTIONS. 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.</p> <p>(1) If a bankruptcy, copy of <i>complete</i> bankruptcy filing, full narrative explanation of circumstances leading up to the filing and remedial actions taken since the filing that demonstrate the applicant’s financial responsibility.</p> <p>(2) If any judgments, explanation of facts surrounding judgment and plans and/or copies of any written agreements to satisfy the judgment(s)</p> <p>(3) Copy of recent credit report (until it can be submitted directly through the NMLS), and a narrative summary of adverse items on the credit report.</p> <p>(4) Criminal, civil/judicial, regulatory, customer arbitration/civil litigation or employment termination: submit narrative explanation of events; copies of any orders; copies of arrest records and/or court documents showing disposition of charges; copies of written complaints, arbitration awards; for dismissals, date of dismissal, explanation of reasons behind employment dismissal including allegations made by the employer and the employer’s name, address and contact person’s name.</p> |

WHO TO CONTACT – Contact the licensing staff by phone at (603) 271-8675 or send your questions via e-mail to Licensing@banking.state.nh.us 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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.