



New Application Checklist Jurisdiction-Specific Requirements



OREGON EXEMPT COMPANY REGISTRATION

Instructions

1. Companies exempt from licensing in Oregon may register their company with the Oregon Division of Finance & Corporate Securities (DFCS) through NMLS. This exempt mortgage company registration is **OPTIONAL** and is provided for companies who are not required to be licensed under Oregon law, but employ individuals required to be licensed under Oregon law and wish to take advantage of efficiencies the system offers. Such Companies register by submitting a completed Form MU1.
2. The Registered Agent entered on Form MU1 must be the same person recorded with the 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 registration costs: \$100 NMLS processing fee for Form MU1 (headquarters) and \$20 NMLS processing fee for each Form MU3 (branch location). 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 via e-mail to NMLS.Licensing@state.or.us or via mail at the following:

For U.S. Postal Service:

OR DIV Finance & Corp Securities
Mortgage Lending Section
PO Box 14480
Salem, OR 97309-0405

For Overnight Delivery:

OR DIV Finance & Corp Securities
Mortgage Lending Section
350 Winter Street NE – Room 410
Salem, OR 97301

NMLS Unique ID Number: _____

Applicant Legal Name: _____

Contact Phone Number: _____

ATTACHED	NOT APPLICABLE	ITEM
		EXEMPTION CLAIMED. In the space below, cite the provision in Oregon law under which your company is claiming an exemption from licensure: _____ _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND. If your company intends to require its loan originators to provide their own bonds, do not submit anything. If your company intends to provide a bond to cover the mortgage loan origination activities of your loan originators, provide an original Oregon Mortgage Lender bond with at least \$50,000.00 coverage listing the full legal name of applicant as well as any trade names used in Oregon Click to download the surety bond form.
<input type="checkbox"/>	<input type="checkbox"/>	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.

WHO TO CONTACT – Contact DFCS licensing staff by phone at (503) 378-4140 or send your questions via e-mail to NMLS.Licensing@state.or.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.