



New Application Jurisdiction-Specific Requirements



OREGON 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, unless the originator works for a company that is exempt from company licensing in Oregon. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#). If the loan originator works for a company that is exempt from company licensing in Oregon, the originator must submit complete information below to identify the name of the employer.
3. New applicants are required to use NMLS to submit their application, a MU4 filing. Applicants will not be permitted to submit their MU4 filing in NMLS until the applicant's NMLS record shows the following requirements as completed:
 - Completion of 20 hours of NMLS-approved pre-licensure education courses
 - Passing score on the SAFE National Test
 - Passing score on the SAFE Oregon Test.
 - Fingerprints for an FBI criminal history background check
 - Authorization for a credit report
4. To receive the "Approved" license status, applicants must submit a satisfactory MU4 application through NMLS and meet the following requirements prior to licensure:
 - Submission of required jurisdiction specific requirements
 - Satisfactory review of FBI criminal history background check
 - Satisfactory review of credit report
 - Company sponsorship
5. Total of the license request including the NMLS processing fee is \$110. 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.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.

7. Within 5 business days of the electronic submission of your application through the NMLS, the jurisdiction-specific requirements as identified on the checklist below must be received 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 Suite 410
Salem, OR 97301

NMLS Unique ID Number: _____

Applicant Legal Name: _____

Contact Phone Number: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	EXEMPT COMPANY INFORMATION. Company: _____ Address: _____ Phone number: _____

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