



New Application Jurisdiction-Specific Requirements



SOUTH CAROLINA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Each Mortgage Loan Originator must be separately licensed. This requires the submission of a MU4 form through NMLS.
2. The Mortgage Loan Originator's license will not be approved and authorized to do business until a sponsorship request is submitted by the originator's employer. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. Applicants are required to use NMLS to submit their MU4 filing. Originator's must meet the following requirements:
 - Complete 20 hours of NMLS approved pre-licensure education courses.
 - Complete continuing education courses for the current year.
 - Passing score on the National Component SAFE Test
 - Passing score on the South Carolina State Component Test.
 - FBI criminal background check (submitted through NMLS).
 - South Carolina Law Enforcement Division (SLED) state criminal background check (**see instructions below**).
 - Authorization to Release (see link below)
 - Credit Report (submitted through NMLS)
4. The processing fee for the license request is \$80.00. A \$15.00 fee for a credit report will be added if one has not been authorized through NMLS in the past thirty (30) days. You will also pay an additional \$39.00 if you authorize a criminal background check at time of application.
5. Fees collected through NMLS **ARE NOT REFUNDABLE.**
6. Fees payable to L1 Enrollment services for SC background checks **ARE NOT REFUNDABLE.**
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within five (5) business days of the electronic submission of your application through the NMLS at the following:

For Overnight Delivery:

**South Carolina State Board of Financial
Institutions
Consumer Finance Division
1205 Pendleton Street, Suite 306
Columbia, SC 29201**

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Submit a written explanation providing 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"/>	AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Please mail the <u>original</u> signed Authorization for Background Check and Release form to our department. Click to download release form.
<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINTS FOR STATE CRIMINAL RECORDS CHECK. See the appropriate instruction sheet for either in-state or out of state licensees. The total fee for the South Carolina criminal records check is \$35.00. Please insert the NMLS ID number in the OCA field on the Fingerprint card. <u>This fee must be paid to and sent directly to the vendor, L-1 enrollment Services. Do not send fees or fingerprint cards to NMLS or SC-BFI.</u> Click to download Livescan application (State) Click to download in-state instructions (State) Click to download out of state instructions (State)
<input type="checkbox"/>	<input type="checkbox"/>	BACKGROUND CHECK. Provide a written explanation for any misdemeanors within the last ten (10) years. Provide a written explanation for any felony convictions and copy of the final disposition. Depending on the nature of the charges additional information may be requested.
<input type="checkbox"/>	<input type="checkbox"/>	CREDIT REPORT. All licensees will be required to authorize a credit report through NMLS. Applicants should submit a written explanation and provide proof of work out agreements to any known derogatory information.

WHO TO CONTACT – Contact South Carolina State Board of Financial Institutions/Consumer Finance Division licensing staff by phone at 803-734-2020 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.