



## New Application Jurisdiction-Specific Requirements



# SOUTH CAROLINA MORTGAGE BROKER LOAN ORIGINATOR LICENSE

## Instructions

1. Each Loan Originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. The Loan Originator's license will not be approved until a sponsorship request is submitted by the originator's employer. A Loan Originator shall not be sponsored simultaneously by more than one Mortgage Broker licensed pursuant to South Carolina law. The license of a Loan Originator is not effective and is in an "Approved-Inactive" status during any period when that person is not sponsored. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. New applicants are required to use NMLS to submit their MU4 filing. In order to be considered for a mortgage loan originators license an applicant must meet the following requirements:
  - Complete 20 hours of NMLS approved pre-licensure education courses
  - Passing score on both National and State components of the SAFE Test
  - Fingerprints for an FBI and South Carolina criminal history background check
  - Authorization for a credit report
  - License sponsored by company
4. Total of the license request including the NMLS processing fee is \$80. 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. For state criminal records check fees will be paid directly to the vendor and are explained on the instruction sheet for either in-state or out-of state licensees.
5. 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:

South Carolina Department of Consumer Affairs  
P.O. Box 5757  
Columbia, SC 29250-5757

For Overnight Delivery:

South Carolina Department of Consumer Affairs  
2221 Devine Street, 2<sup>nd</sup> Floor  
Columbia, SC 29205

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> 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"/>	<b>FINGERPRINTS for State Criminal Records check.</b> See instruction sheet for either in-state and out of state licensees. Total fee for South Carolina criminal records check of \$35.00 paid directly to the vendor, L-1 Enrollment Services. <a href="#">Click to download Livescan application form.</a> <a href="#">Click to download in-state instructions.</a> <a href="#">Click to download out-of-state instructions.</a>

**WHO TO CONTACT** – Contact South Carolina Department of Consumer Affairs licensing staff by phone at 803-734-4200 or send your questions via e-mail to [SCMortgageBroker@scconsumer.gov](mailto:SCMortgageBroker@scconsumer.gov) 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.