



New Application Jurisdiction-Specific Requirements



SOUTH CAROLINA MORTGAGE BROKER QUALIFIED LOAN ORIGINATOR LICENSE

Instructions

1. Each Qualified Loan Originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. The Qualified Loan Originator's license will not be approved 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. New applicants are required to use NMLS to submit their MU4 filing. License approval will **not** be issued until all the following requirements have been met.
 - Complete 20 hours of NMLS approved pre-licensure education courses
 - Passing score on both the National and State components of the SAFE Test
 - Fingerprints for an FBI (through NMLS) and state criminal history background check and review of the results
 - Authorization for and review of a credit report
 - License sponsored by company
 - Surety bond of at least \$25, 000 in the name of the qualified loan originator
 - Branch location approval for the qualified loan originators office location
4. Total of the license request including the NMLS processing fee is \$130. 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, 2nd Floor
Columbia, SC 29205

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| 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"/> | FINGERPRINTS for State Criminal Records check. 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. Click to download Livescan application form. Click to download in-state instructions. Click to download out-of-state instructions. |
| <input type="checkbox"/> | <input type="checkbox"/> | SURETY BOND. Provide the original surety bond in the amount of \$25,000.00 furnished by a surety company authorized to conduct business in South Carolina. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Click to download surety bond form |

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 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.