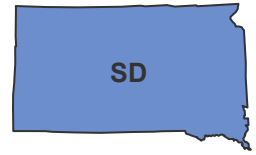




**New Application Checklist**  
Jurisdiction-Specific Requirements



**SOUTH DAKOTA EXEMPT MORTGAGE COMPANY REGISTRATION**

**Instructions**

1. Companies exempt from licensing in South Dakota may register their company through the NMLS. This exempt mortgage company registration is **OPTIONAL** and is provided for otherwise exempt mortgage companies who wish to register their company with South Dakota through NMLS and take advantage of efficiencies the system offers. 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. The *Qualifying Individual* section of Form MU1 can be left blank.
4. Total registration costs: \$100 NMLS processing fee for Form MU1 (headquarters). All fees are collected through the NMLS and ARE NOT REFUNDABLE.
5. 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 or Overnight Delivery:

*South Dakota Division of Banking  
Licensing Dept.  
217 ½ W Missouri Avenue  
Pierre, SD 57501*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND.</b> Provide an original Mortgage surety bond in the amount of \$25,000 furnished by a surety company authorized to conduct business in South Dakota. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. <a href="#">Click to download Surety Bond form.</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SECRETARY OF STATE DOCUMENTATION.</b> A certified copy of: <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form)</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	A Certificate of Authority or a Certificate of Good Standing dated not more than 60 days prior to the filing of an application through NMLS
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**WHO TO CONTACT** – Contact the South Dakota Division of Banking licensing staff by phone at 605.773.3421 or send your questions via e-mail to [banking@state.sd.us](mailto:banking@state.sd.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.