



New Application Jurisdiction-Specific Requirements



WISCONSIN 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. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. Beginning January 4, 2010, new applicants are required to use NMLS to submit their MU4 filing.
4. License approval will be issued in a "Pending-Accepted" status once your MU4 filing is satisfactorily reviewed by the *Wisconsin Department of Financial Institutions*. To receive an "Approved Conditional" status, Mortgage Loan Originators must meet the following requirements.
 - Certification that 20 hours of pre-licensure education courses have been completed
 - Passing score on the National component of the SAFE Test
 - License sponsored by licensed mortgage banker or mortgage broker
 - Fingerprints for an FBI criminal history background check
 - Passing score on the Wisconsin State component of the SAFE Test
 - Authorization for a credit report
5. Total of the license request including the NMLS processing fee is \$290. 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. Jurisdiction-specific requirements as identified on the checklist below must be received with the checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

*Wisconsin Department of Financial Institutions
Division of Banking
PO Box 7876
Madison, WI 53707-7876*

For Overnight Delivery:

*Wisconsin Department of Financial Institutions
Division of Banking
345 W. Washington Ave. 4th Floor
Madison, WI 53703*

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 proceedings for any "Yes" answer to any of the Disclosure questions and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact *Mortgage Banking* licensing staff by phone at 608-261-7578 or send your questions via e-mail to DFIMortgageBanking@Wisconsin.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.