



Transition Jurisdiction-Specific Requirements



WISCONSIN MORTGAGE BANKER LICENSE

Instructions

1. Each Mortgage Banker is required to enter their license information onto NMLS by submitting Form MU1 through NMLS between January 4, 2010 and **March 31, 2010**.
2. Each individual originating mortgages needs to be separately authorized and will require a filing of Form MU4 through NMLS. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
3. The Department of Financial Institutions does not require a Qualifying Individual; this field can be left blank on Form MU1.
4. The Resident/Registered Agent section of the MU1 form should be completed with the information currently on record with the Wisconsin Department of Financial Institutions – Corporations Section. Mortgage Bankers are prohibited from using more than five trade names, fictitious names or dba names for each license obtained. Therefore, please be advised that applicants may not list more than five names in the "Other Trade Names" section on Form MU1 for Wisconsin.
5. Total License costs: \$100 including the NMLS processing fee.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
8. 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 for the company or any Control Person 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.