



## Mortgage Loan Originator Workflow for Submitting a License Application through NMLS to the Virginia Bureau of Financial Institutions

Mortgage Loan Originators must obtain a license by **July 1, 2010**. In order to allow timely review and approval of all mortgage loan originator license requests, we recommend the following workflow process.

### Recommended Workflow

1. Consult the Virginia License Description and New Application Checklist to confirm all requirements which must be met for an individual to obtain a license from the Virginia Bureau of Financial Institutions (“Bureau”). You can find the description and new application checklist on the NMLS Resource Center [State Licensing Resource page](#). Gather all documentation and attach to printed checklist to mail to the Bureau.
2. Log into your NMLS account if you already have one. If you do not have an NMLS account, create an account in NMLS by following the instructions on the ["Create an Individual Account"](#) quick guide located on the NMLS Resource Center.
3. Complete Form MU4 in NMLS selecting the Virginia Mortgage Loan Originator License in the license wizard and submit.
4. While in NMLS, enroll in the National and State components of the SAFE Test by entering the “Professional Requirements” tab.  
  
**Note:** Each test must be successfully passed with a score of 75% or higher. Be sure to take the tests as soon as possible as there is a 30 day waiting period if you are in a position where you need to re-take a component of the test.
5. 20 hours of NMLS approved pre-licensure education is required to be completed. To enroll in NMLS approved courses, see the course catalog located on the NMLS Resource Center [Education Page](#).
6. A surety bond is required by either you or your employer. Consult with your employer to determine who is responsible for submitting the surety bond as outlined on the New Application Checklist located on the NMLS Resource Center [State Licensing Resource page](#).
7. The Bureau will pull a credit report to determine financial responsibility. If the Bureau requires explanation for any information reported, a deficiency will be placed on your application until satisfied.

## ***Next Steps***

Once Form MU4 has been submitted through NMLS, you will receive emails each time the Bureau updates your license status or adds a requirement or deficiency to your application.

To review the details, log into your NMLS record and review your license status through Composite View. A quick guide is available on the NMLS Resource Center entitled [Reviewing License Status](#) is available.

As you complete your National and State Test components along with your NMLS Approved education, send an email to the contact listed on the deficiency item notifying them of completion so they can clear each deficiency.

For further guidance, please contact the MLO licensing staff by phone at 804-371-0484 or send an email to [mlo@scc.virginia.gov](mailto:mlo@scc.virginia.gov).

If you need help navigating NMLS, please call the NMLS Call Center at 240-386-4444.