



NMLS POLICY GUIDEBOOK

Updated: September 15, 2025

NMLS Policy Guidebook

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INTRODUCTION & PURPOSE

The goal of NMLS is to improve mortgage, consumer finance, debt, and money services industry supervision, heighten communication across states, increase consistency in licensing requirements, and automate processes to the greatest degree possible.

The NMLS Policy Guidebook is intended to be a resource for applicants, licensees, and state regulatory agencies using NMLS. It is intended to assist applicants and licensees in understanding the policies related to using NMLS. It is a living document that will be updated regularly in response to decisions and conclusions reached through the NMLS policy-making process, as well as through experience in using NMLS.

NMLS contains forms available to applicants and licensees created as part of an effort to build the System:

- Company Form (MU1)
- Individual Form (MU2)
- Branch Form (MU3)
- Individual License Form (MU4)

These forms are available electronically on the [NMLS Resource Center](#).

The Glossary provides a list of all the terms used throughout the Guidebook. Each Chapter herein includes a list of prevalent terms used throughout the Chapter.

The NMLS Policy Guidebook IS NOT a substitute for understanding the licensing requirements of each state in which an applicant or licensee wishes to apply for or maintain a license. It is not a substitute for obtaining information directly from the state(s) from which an applicant or licensee is seeking or maintaining licensure. All applicants or licensees should consult directly with their appropriate state regulator(s) for licensing requirements and how to use NMLS to meet these requirements.

The NMLS Policy Guidebook does not supersede state laws, rules, regulations, or guidance issued by the state(s) related to seeking or maintaining licensure. For those licensees that operate in multiple states, it is possible that complying with a state specific requirement may result in disclosures in NMLS that are not required by all states where the entity is licensed

It is the responsibility of all users of NMLS to fully understand the information required in each state in which they wish to apply for or maintain a license.

We do not endorse, represent, or warrant the accuracy or reliability of any of the information or content contained in or referenced by this Guidebook.

Chapter I - GETTING STARTED ON THE SYSTEM

Terminology Used in this Chapter

Account: An account is the vehicle through which a user accesses their record in the System

Disabled Account:

- An individual account associated with a record that has not been accessed by the individual user within 425 days.
- A company account administrator or organization user account that has not been accessed for 425 days
- An institution account administrator account that has not been accessed for 90 days
- An institution organizational user account where the user has CHRI access that has not been accessed for 90 days
- An institution organizational user account where the user has no CHRI access that has not been accessed for 425 days

If a user account is disabled, the System will prompt the user to provide identifying information before access to the account is granted.

Company accounts can be disabled if the company has not logged in to the account for 120 days or if fraud or suspicious activity on the account is detected.

Dormant Account:

Company accounts do not go dormant.

An individual account associated with a record that contains no data such as testing and education results, regulatory actions or submitted licensure applications on the record.

Filing: The process by which a company or individual completes and submits the appropriate form—such as the Company form (MU1), Individual form (MU2 or MU4), or Branch form (MU3)—to apply for, transition, or surrender a license, or to update information in their record. The term may also encompass the submission of financial statements or call reports within the System.

License Item: Created by a regulator to denote a deficiency in a filing or a jurisdictional requirement. A license item may be generated by the System to enforce System-set requirements,

Record: Each company, branch and individual has a unique record in the System. A record is completed by submitting the information shown on the Company Form (MU1), Individual Form (MU2), Branch Form (MU3), or Individual Licensing Form (MU4), as the case may be and any accompanying documents. A record may include supervisory information, including documents or other items collected during an examination, investigation or consumer complaint handling.

Transition: The submission of a license request by an existing licensee, whose license is being managed outside NMLS, is being transferred to NMLS by the state regulator.

Unsubmitted Filing: A filing that is in a pending status because an individual or company user has not submitted the application or new information to a state agency through the System. Pending filings that are older than 180 days will be deleted shortly thereafter if a filing of the same type has been made for the company, branch or individual.

A. Getting Started

Getting started necessitates three steps:

1. Determine if a license is on NMLS
2. Account creation
3. Record creation

● Determine if a license is on NMLS

Each state agency determines which of their license authorities they wish to manage through NMLS. License authorities managed through NMLS include mortgage, consumer finance, debt, and money services businesses.

Business activities drive license types in the System. Business activity detail, which applies to NMLS and SES, can be found [here](#).

It is important to note that a state agency may not manage all of these license authorities on NMLS.

NMLS is designed to replace each state's existing licensing application forms and manual processes and therefore it is intended to be the sole vehicle for applicants or licensees to apply for and manage these licenses.

● Account Creation

Companies and individuals that need to apply for a license in NMLS must first create an account.

Individual Account Creation

An account is used to generate, access and maintain a record in NMLS. When an individual requests an account in NMLS, the system requires a Date of Birth (DOB) and a Social Security number (SSN) for identification purposes. Ensure that this information is entered accurately upon establishing the individual account. If the DOB or SSN is entered incorrectly the individual must contact the [NMLS Call Center](#)¹ to have the information updated.

Individuals without a Social Security number must contact the NMLS Call Center and will be required to provide supplemental documentation to obtain an account in NMLS.

For further information, see [Request an Individual NMLS Account](#)

¹ The NMLS Call Center is available for help with system functionality. The representatives cannot confirm licensing requirements or state specific information. The call center is available from 9:00 a.m. to 9:00 p.m. Eastern Time Monday thru Friday.

As part of account creation, a valid email address is required and must be kept current. The email address is used for account access purposes and for communicating with state agency representatives. SRR, on behalf of state regulators, may periodically monitor the use of duplicate email addresses for system integrity purposes.

Individuals are also required to provide a recovery email address directly and continually accessible by the individual whose name and SSN are on the account. This email address is required in case of an employment change or other event that may impact the user's ability to use the initial email address to access NMLS.

Users can also add a cell phone number and a secondary account recovery email.



An individual account is considered dormant if it contains no data such as testing and education results, regulatory actions or submitted license applications. NMLS will delete a dormant individual user account after 180 days. Pending filings do not prevent an account from dormancy and will be deleted after 180 days along with any related dormant accounts. Any record of an individual on a company filing named as a non-control Indirect Owner will not be marked as dormant.

For accounts with education and testing results or submitted or approved filings, NMLS will disable the account if it has not been accessed in 120 days by a company account user or 15 months by an individual user. If a user account is disabled, the System prompts the user to provide identifying information before they can log into their account.

Company Account Creation

For a company to access NMLS it must go through an entitlement process. The process requires an official within the company to complete the [Company Account Request Form](#), which designates who is entitled to have access to the company account.

To verify company legitimacy and to prevent duplicate accounts, the entitlement process requires the following on the Company Account Request form:

- *Full Name of Applicant*
- *IRS Employer Identification Number*
- *State/Province & Country of formation*
- *Date of formation*

When requesting a company account in NMLS, only company employees that should have access to NMLS should be listed as account administrators. If additional users outside the company need to have access to NMLS, account administrators will be able to create designated user accounts after the company account is created.

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FOR GUIDANCE ONLY



The Internal Revenue Service (IRS) indicates that Employer Identification Numbers (EIN) are unique and are never re-issued. Therefore, the EIN is the basis for maintaining unique records.

Additionally, companies with the same full legal name and state of incorporation will be flagged for review to determine that they are separate entities. In no case should any two NMLS records share the same data for the 4 pieces of information above. This should prevent a company from inadvertently establishing two records in the system for the same company.

Company account administrators cannot change and/or update the EIN. Only the NMLS Call Center can update an EIN in NMLS pending appropriate authorization. Companies needing to change their EIN are required to contact the NMLS Call Center.



Use of “NMLS” in a Public Facing Email Address Domain Name

“NMLS” shall not be used in a public facing email address domain name. An email address domain name containing “NMLS” shall not be used in advertising, which would imply there is a relationship between NMLS and the parties. An email address domain name using NMLS cannot appear on consumer access.

When NMLS should be used

Any person or entity needing to *apply for* a MLO, mortgage, money services, and other financial services license issued by a state agency or to *amend* an existing license, *surrender* a license, *cancel* a license request, or *renew* an existing license should do so through NMLS.

● Record Creation

Once an account is created, companies and individuals must create their record in the System. Each distinct legal entity, branch, and natural person will have a single, unique record in the NMLS. The record consists of demographic and other data points, as well as information required by the [SAFE Act](#). This information is captured on the following forms:

- Company Form (MU1)
- Individual Form (MU2)
- Branch Form (MU3)
- Individual License Form (MU4)

These forms are available electronically on the [NMLS Resource Center](#). Once a record is created, an individual or entity will use NMLS to add or amend data

on their record, apply for or maintain licenses, apply for new licenses, transition an existing license onto the System², surrender a license, cancel a license request, or renew a license.

An applicant or licensee generates a “filing” in NMLS incorporating the most recent information from their record. The filing is submitted to a state regulator to apply for, surrender, or amend a license. A filing may contain a request to more than one state regulator. When submitting a filing, one must attest that the information is true and accurate as of the date of the filing. The term “filing” may also encompass the submission of financial statements or call reports within the System.

Note: Companies and individuals are responsible for maintaining their record and can update their record by submitting a new filing to the state regulator.

Note: In certain instances, a company may be required to create a new record (see Section I “Amendments to a company’s structure that will require the creation of a new NMLS record” below).

NMLS operates as a real-time system and is the legal system of record for the state agency. When a company, branch, or individual updates their record, the change applies to every state in which they hold a license.

As a real time system, document uploads, including regulatory actions, changes made to a licensee’s record, or license status by a regulator become part of a company, branch, or individual record and are effective as of the date and time of the change in NMLS except for an advance change notice (defined in Chapter II).



Except for state-specific documents, all states see the same MLO or company license information. If a state questions or rejects the information on a submitted filing or license amendment, the MLO or company can forego licensure in that state or change their record to address an agency’s concerns. Note that any change can be viewed by all states.

An MLO or company record is required to be always kept up to date. Licensees are required to update their NMLS record no later than 30 days after information on the record changes. Some jurisdictions may have earlier change notification requirements.

² See Appendix 1 for license transition information

B. Licensee responsibility for their One Record in NMLS

Each company and individual is responsible for their record in NMLS. Regulators cannot change a company, branch, or individual's information. If a regulator has an issue with information on an applicant or licensee's record, they may require the applicant or licensee to change their record. They will typically do this by placing a "license item" on the entity's record.

Industry users of the System must agree to the Industry Terms of Use³: Among other provisions the Terms of Use states:

- (1) An account, including a user's unique username and password, is not transferable to any other person or entity
- (2) A user is responsible for protecting the confidentiality of login credentials (including without limitation usernames and passwords).
- (3) Everyone accessing the System must do so with unique login credentials that can be used only by that individual.

C. State-Specific requirements outside NMLS

Applicants and licensees may be required by a state to submit additional items outside the system. The state licensing requirements will provide instructions that will:

- a. detail any information not contained on the NMLS record that must be submitted by license applicants and licensees; and
- b. explain how certain questions on the licensee's or applicant's NMLS record should be answered to meet jurisdiction-specific requirements.

Licensees and applicants can access state licensing requirements from links on the MU form within NMLS or visiting the [Licensing and Registrations](#) page on the NMLS Resource Center. Materials submitted outside NMLS are generally expected to be received by the state regulator within 5 days of submission of a filing in NMLS.

D. Creation of New Company Record

Each distinct company in NMLS will have a single record, regardless of licensing status or the number of jurisdictions they are licensed in.

The system will provide the company with a unique identification number ("NMLS ID Number") that will remain constant across states and over time. The unique identifying number is different than a license number, which will be provided by a regulatory agency. As a result, it is important in NMLS to ensure that only a single record is created for each entity that the system wishes to track.

³ The Industry Terms of Use which governs industry's use of the System can be accessed [here](#).

E. Amendments to a company's structure that will require the creation of a new NMLS record

Changes made to a company's structure may necessitate a new company record.

Whether a new record is required depends on how the change is treated pursuant to the state statutory provisions under which the company was formed and/or how the IRS treats the change.

If an entity is considered to be the same entity after a change is made to its structure, the existing record will be used. If the Internal Revenue Service requires a new EIN, regardless of the statutory provisions in the state, a new NMLS record is normally required.

When the change results in the dissolution of the entity or formation of a new entity a new record will be required; this includes a change in EIN.

If the company has created a record in NMLS or submitted a filing to one or more states through NMLS and the EIN has changed, they should not update any information related to the Legal Status of the entity until first contacting the NMLS Call Center.



Tool Tips to Determine if a New Record is Required

- Generally, if an entity is considered to be the same entity after a change is made to its structure and there is no change in the entity's EIN, a new NMLS record is not required.
- If the *Employer Identification Number* changes, then a new NMLS record is required. A possible exception to this rule is in the case of a Sole Proprietor who converts from using his or her Social Security Number to using an IRS Employer Identification Number without changing their corporate structure (remaining a Sole Proprietorship). In cases where a Sole Proprietor changes its corporate structure, most often to an LLC or other Corporation, a new NMLS record is required.
- Companies cannot change their EIN themselves. When a licensee changes its EIN, they must contact the Call Center.
- If the *Full Name of Applicant* changes, but none of the other three identifying pieces of information changes (EIN, state and date of formation), then a new record is not required. NMLS allows companies to make such a change themselves.
- If state law and the IRS allow conversions to a new structure while maintaining the same EIN, state and date of formation, then NMLS will not require a new record to be created.
- If a company changes ONLY its state and date of formation and (1) state law and the IRS allow these changes and (2) there is no change in the EIN or the structure of the company, then NMLS will not require a new record to be created. However, some states may require a new license.
- When a company creates a subsidiary that has a different *Full Name of Applicant*, *Employer Identification Number*, State/Province & Country of formation, and date of formation, then NMLS requires a new record.
- If a licensee changes its EIN after they create their NMLS record, but before they submit any filings in the system, then NMLS will not require a new record to be created.
- If a company has purchased another company within NMLS, a new record may or may not be required based on the circumstances of the purchase. The NMLS Call Center and SRR will work with the company to determine the best course of action to take within NMLS concerning their record(s).

See the chart below.

Original Structure	New Structure	New Record Required?
Sole Proprietorship	Any other form	Yes
Partnership	Any other form	Yes
Partnership	Partnership with new or different partner names	No
Any corporate form	Conversion under state of domicile statutes	No-Unless New EIN is Issued
Mergers of two corporations or LLCs	One of the original corporations or LLCs remains	No – licensee elects which entity remains in system
Mergers of two corporations or LLCs	New corporation or LLC	Yes

Questions about when a new record will need to be created can be referred to the Call Center for consideration. The only requirement that NMLS enforces is the fact that a change in EIN requires a new record. If a company fails to respond to continued requests for the creation of a new record, the state regulator will be contacted for further action and could result in the company account being disabled.

Unique Transactions

a. Multi-series LLCs

Approximately 6 or 7 state corporation statutes (DE is the most notable) allow the operating agreements of limited liability companies to provide for the establishment of one or more designated series of members, managers, or LLC interests that have separate rights, powers, or duties. The decision as to whether these “series LLCs” have separate Exact Name, IRS Employer Identification Numbers, State/Province & Country of formation, and date of formation is determined by the incorporated LLC. Additionally, states have treated these entities differently.

The NMLS Account Creation Policy requires all entities to obtain a unique employer identification number (EIN), regardless of whether this is a requirement for federal income tax purposes. Therefore, NMLS requires that each entity under a series LLC have its own unique EIN for licensing purposes.

b. F Reorganizations

In cases such as an F Reorganization, when there is a change in the state of formation, but no change to the entity’s EIN, the Date of Formation in the entity’s record shall reflect the date of formation in the new state of formation. The Date of Formation field in the company record populates the Date Formed field in Consumer Access.

F. Consumer Access and Publicly Available Information

The *SAFE Act* states NMLS shall “provide consumers with easily accessible information, offered at no charge, utilizing electronic media, including the Internet, regarding the employment history of, and publicly adjudicated disciplinary and enforcement actions against, loan originators.”

Accordingly, some information from a licensee’s record is made publicly available through NMLS Consumer Access which is a separate system than NMLS. Areas of the Company, Branch, and Individual Forms that are made available are indicated throughout the Guidebook.

Chapter II - NMLS COMPANY FORM (MU1)

Terminology Used in this Chapter

Account: An account is the vehicle through which a user accesses their record in the System.

Filing: The process by which a company or individual completes and submits the appropriate form—such as the Company form (MU1), Individual form (MU2 or MU4), or Branch form (MU3)—to apply for, transition, or surrender a license, or to update information in their record. The term may also encompass the submission of financial statements or call reports within the System.

Record: Each company, branch and individual have a unique record in the System. A record is completed by submitting the information shown on the Company Form (MU1), Individual Form (MU2), Branch Form (MU3), or Individual Licensing Form (MU4), and any accompanying documents. A record may include supervisory information, including documents or other items collected during an examination, investigation or consumer complaint handling.

A. General Instructions

A company or sole proprietorship creates its record in the System by completing the NMLS Company Form (MU1). The form is used to apply for a license/registration in one or more states, to transition a license, to amend information in the record or to surrender a license (“a filing”). If the company is applying for a new license, the Individual Form (MU2) must also be completed by individuals identified as Direct Owners & Executive Officers, Indirect Owners with control and Qualifying Individuals on the Company Form (MU1).

Note: Some information may have to be submitted to state regulators outside of the System.



To ensure all state licensing requirements are met, applicants should review the state licensing checklists available on the NMLS Resource Center.



In NMLS, there is no distinction between the filing date and the effective date. The filing date is the date the submission is made in the System to one or more regulators. The change is made to the licensee’s record in the NMLS instantly. Thus, the effective date and the filing date are the same.

Company Information Shown In Consumer Access



NMLS Unique ID

License # by State

License name by State and Industry Type

License status by State and Industry Type

Entity Name

Entity Main Address (City, State, Zip)

Business Phone, Toll Free Phone Number, Fax, Email Address,

Mailing Address (if different from Main Address) (City, State, Zip))

Other and Prior Trade Names

Resident/Registered Agent

Web Address

Legal Status (Fiscal Year End, Formation

State, Formation Country, Date of

Formation, Stock Symbol (if applicable), status)

Public State Regulatory Actions

BUSINESS ACTIVITIES

Applicants are required to identify all business activities conducted by their company from an NMLS approved list. Applicants and licensees must indicate all business activities the company engages in, regardless of whether those activities are undertaken in a state in which they are applying for a license and whether or not the applicant plans to manage a license associated with the activity through the System. The selected business activities enable the System to generate a list of licenses to apply for.


Review the current [business activities list and definitions](#) for an up to date description of each activity.

REQUEST LICENSE

The Request/Transition License(s) screen identifies the license/registration types available based on the business activities and states selected. The System does not allow applicants or licensees to apply for or maintain two of the same license types in any one state.



Entities that are currently licensed with a state (outside of NMLS) and have been directed to transition their license(s) will enter the license number on this screen.



[FILING](#)
[PROFESSIONAL REQUIREMENTS](#)
[TASKS](#)
[COMPOSITE VIEW](#)
[RENEWALS](#)
[ADMIN](#)
[REPORTS](#)
[HOME](#)

[Company \(MU1\)](#) | [Branch \(MU3\)](#) | [Individual](#) | [Financial Statements](#) | [MCR](#) | [Access](#) | [Relationships](#)

[Resource Center](#)

Logged in as RyanT | [Logout](#)

You are currently:

State

[Business Activities](#)

[Request License](#)

[License/Registration Information](#)

[Identifying Information](#)

[Other Trade Names](#)

[Resident/Registered Agent](#)

[Web Addresses](#)

[Contact Employees](#)

[Books and Records Information](#)

[Approvals and Designations](#)

[Bank Accounts](#)

[Legal Status](#)

[Affiliates/Subsidiaries](#)

[Financial Institutions](#)

[Disclosure Questions](#)

[Disclosure Explanations](#)

[Direct Owners and Executive Officers](#)

[Indirect Owners](#)

[Qualifying Individuals](#)



[Document Uploads](#)

[MU2 Forms](#)

[Attest and Submit](#)

Request/Transition License(s)

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Below are company licenses/registrations available for request or transition based on the business activities and states identified in the Business Activities section. If your company currently holds any of the licenses/registrations being requested and is transitioning the license(s)/registration(s) onto NMLS, enter the license or registration number(s), exactly as provided to you by your regulator, in the space provided. FAILURE TO DO SO MAY RESULT IN YOUR COMPANY BEING CHARGED NEW APPLICATION FEES.

If you do not see the license/registration you are seeking to transition or apply for below, confirm the license/registration is being managed by your regulator in NMLS and there is not a license/transition request for the license/registration pending with this filing. In addition, you may return to the Business Activities section and make the appropriate adjustments so the section reflects all business activities conducted by your company by state.

Please select the license(s) and/or registration(s) you wish to transition or new license/registration application(s) you wish to submit and click **Next**.

[Expand all](#) | [Collapse all](#)

<input type="checkbox"/> Kentucky Kentucky Licensing Requirements	Regulator	Existing License Number (for Transitions only)
<input type="checkbox"/> Mortgage Broker License	Kentucky	
<input type="checkbox"/> Mortgage Company License	Kentucky	

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 For additional information, please visit the [NMLS Frequently Asked Questions](#) | For help with navigating please contact the NMLS Call Center at 1-800-368-4444.

LICENSE/REGISTRATION INFORMATION

The License/Registration Information screen will display a list of all license/registration requests pending submission as well as any previously submitted license/registration requests. From this screen users can request a new license, review existing requests, cancel a previously submitted request, request to withdraw an existing license/registration or request to surrender an existing license/registration.

You are currently: **PA State**

Business Activities

Request License

License/Registration Information

Identifying Information

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Logged in as RyanT **Logout**

License/Registration Information

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Below are a list of Requests Pending Submission and a list of Submitted License/Registration Requests being managed in NMLS for your company. If you have questions about the types of licenses you need to apply for, see the [State License Requirements on the NMLS Resource Center](#).

Request License Select license/registration(s) to apply for or to transition onto NMLS.

Continue with Filing Navigate to the next section of this filing to provide additional required information.

Requests Pending Submission

The list below reflects license, transition, surrender and/or withdrawal requests that will be submitted in connection with this pending filing. A filing is not complete until you have successfully navigated through the Completeness Check and Submit screen, attested and paid for your submission. If you wish to cancel a request, click the Cancel Action button.

Regulator	License	Current Status	License Number	Pending Action	Available Action
Pennsylvania	Money Transmitter	TC001		Transition Requested	Cancel Action

Submitted License Registration Requests

Below is a list of the license/registration requests submitted to the regulator and managed in NMLS for your company. If you wish to surrender, withdraw or cancel a license/registration or application request, click the icon in the Available Action column and proceed to the Completeness Check and Submit screen to attest and submit the filing. To understand the current status, see the [License Status Definitions document](#).

Regulator	License	Current Status	License Number	Available Action
Alabama	Mortgage Brokers License	Approved		Surrender
Connecticut	Mortgage Broker	Approved		Surrender
Montana	Mortgage Broker License	Approved		Surrender
Montana	Mortgage Servicer License	Approved	TC001	Surrender
North Carolina	Mortgage Servicer License	Approved		Surrender
Pennsylvania	Mortgage Broker License	Approved		Surrender
Montana	Mortgage Lender License	Approved - Deficient	TC001	Surrender
Pennsylvania	Mortgage Lender License	Approved - Deficient		Surrender
Rhode Island	Lender License	Pending - Withdrawal Requested		No Action Available
Kentucky	Exempt Company Registration	Transition Requested	TC001	Cancel Transition
Louisiana	Residential Mortgage Lending License	Transition Requested	TC001	Cancel Transition

Request License **Continue with Filing**

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IDENTIFYING INFORMATION

Guidance for each required piece of company identifying information is below:

1. Entity Name and EIN

The entity name should be the full legal name as found in the formation documents and as shown on the documentation provided by the domestic state. On a new application, the company may be required to submit formation documents in the Document Uploads section. Consult the state's licensing requirements checklist to see if any states in which you are applying require these documents.



It is important that each company is set up by their legal name and not by any trade name or "doing business as" name.

If the applicant or licensee is a sole proprietor, they should use their Last, First, Middle names, and suffix ("Jr", "III", etc.) if any. Do not enter a professional or academic suffix.

Note: If the *Full Name of Applicant* changes for an existing licensee, but the *Employer* Identification Number, the State/Province & Country of formation, and the Date of Formation does not change, NMLS will not require a new record to be created in the System. The EIN is the Taxpayer Identification Number issued by the IRS. If the applicant is a sole proprietor without employees, this number may be the sole proprietor's Social Security Number (SSN) or an IRS issued EIN. These numbers are also known as "FEIN" or "TIN."

This number may or may not change upon amendment to reorganize the company. For example, a sole proprietor without employees may use the proprietor's SSN, but if the proprietor establishes an LLC or Corp, the company will need an EIN even if no employees are added at the time of re-organization.



Many states require currently approved companies to provide the regulator with advance notice before making changes to their legal name and/or main address. An advance change notification allows the regulator to review the change prior to its effective date and indicate to the licensee if the proposed change is acceptable.

2. Do you want to amend your legal name?

This field gives licensees the ability to change their name in NMLS. In most states, name changes require additional documentation and approval by the state regulator(s). See the state licensing requirements amendment checklists or consult your state regulator prior to changing your name in NMLS.

Additionally, some states charge a fee for a name change. The “Total Charges” section of your filing (upper right corner) will indicate when this occurs as part of a filing.

3. Main address (Do not use a PO Box)

A physical address is required. Since NMLS contains a single record on a company, the main address listed shall be the principal executive office that is a single place, domestic or foreign, where a company’s key individuals (such as control persons) direct, control, and coordinate the company’s activities.



In practice the main address should normally be the place where the company maintains its headquarters—provided that the headquarters is the actual center of direction, control, and coordination, i.e., the “nerve center,” and not simply an office where the company holds its board meetings or the like.

NMLS presumes that the license authority conferred with a Company Form (MU1) is a general license authority for a company. The main address is automatically considered by the system as a licensed or registered location.



Notwithstanding the system requirement, depending upon the activity being conducted at the main address, a state may not require the main address to be licensed or registered.

If no licensable activity is being conducted at the main address location as defined above (i.e., a majority of states would not require that location to be licensed or registered), then the operations hub for the licensee may be listed as the main address.

4. Business phone, fax and email address

Provide a business phone, toll-free phone number, fax, and email address for a contact person in your organization.

5. Mailing address

Licensees who use a drop box or PO Box for their mailing can indicate a Mailing Address. A copy button is available to copy the main address if the mailing address is the same.

6. Any other business locations?

If you answer “Yes” to this question, consult the state licensing requirements to determine if you need to file a Branch Form (MU3) for each of these locations.

Identifying Information

General Mortgage Co. (6182) MU1 filing created 6/5/2012 by RyanT. Total Charges: \$2,000.00

Entity name and EIN:

Entity Name: General Mortgage Co.
BIS Employer Identification Number: 70-7994153

Do you want to amend your legal name?

If yes, check here: ☐
New Entity Name:
(sole proprietor use "Last, First, Middle")

Main address (Do not use a PO Box):

Number & Street: 1234 Market Street
City: South
State: North Carolina
Country / Province: United States
Postal Code: 55552

Business phone, fax and email address:

Business Phone: 555-555-5555
Toll-Free Number (for consumers): 800-555-5555
Fax Line: 555-555-5555
Email Address: ryan@genmg.org

Mailing address:

☐ Copy ☒ Main Address
PO Box or Number & Street: 1234 Market Street
City: South
State: North Carolina
Country / Province: United States
Postal Code: 55552

Any other business locations?

Other than the main office does the entity conduct business with consumers through branch offices or other business locations? ☐ Yes ☒ No

In certain states, branch office or other business locations must be licensed and/or registered. Submit Branch (MU3) filings to report these to the regulatory agency(s).

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OTHER TRADE NAMES

As noted in the field descriptions below, Other Trade Names must be completed for all other names the company will be using in NMLS participating states and for which industry types. These include other business names, fictitious names, forced dba's "doing business as", etc. NMLS allows an unlimited number of Other Trade Names.

Licensees should not include "dba" in front of their Other Trade Name. The name provided should be exactly as used in advertising, documents, etc.

Licensees should indicate if the "dba" is forced by a state by checking the box in the forced column. A forced "dba" is one that is required to be used because the state's Secretary of State or other agency will not allow the company to use its legal name.

This may be due to several reasons, including the company's legal name is already used by another company in that state. Please consult state licensing requirements for additional information related to forced "dbas."

Consult state licensing requirements to determine if there are any restrictions or additional requirements for Other Trade Names.

Industry Type(s)


Applicants and licensees must indicate the industry type(s) to which the Other Trade Name applies.

State

Applicants and licensees must indicate the state(s) to which the Other Trade Name applies. A forced name is applicable when a particular state has forced you to use a particular trade name in their jurisdiction.



Check state licensing requirements to determine if a state requires a company to obtain a separate license for the Other Trade Names.



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Other Trade Names

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Provide your other trade name below, including industry type(s) and state(s) where the name is used to conduct business.

Name:

Industry Type(s): ☐ Mortgage ☐ Debt ☐ Consumer Finance ☐ Money Services

State	Forced Name?	State	Forced Name?
<input type="checkbox"/> Alabama	<input type="checkbox"/>	<input type="checkbox"/> Montana	<input type="checkbox"/>
<input type="checkbox"/> Alaska	<input type="checkbox"/>	<input type="checkbox"/> Nebraska	<input type="checkbox"/>
<input type="checkbox"/> Arizona	<input type="checkbox"/>	<input type="checkbox"/> Nevada	<input type="checkbox"/>
<input type="checkbox"/> Arkansas	<input type="checkbox"/>	<input type="checkbox"/> New Hampshire	<input type="checkbox"/>
<input type="checkbox"/> California	<input type="checkbox"/>	<input type="checkbox"/> New Jersey	<input type="checkbox"/>
<input type="checkbox"/> Colorado	<input type="checkbox"/>	<input type="checkbox"/> New Mexico	<input type="checkbox"/>
<input type="checkbox"/> Connecticut	<input type="checkbox"/>	<input type="checkbox"/> New York	<input type="checkbox"/>
<input type="checkbox"/> Delaware	<input type="checkbox"/>	<input type="checkbox"/> North Carolina	<input type="checkbox"/>
<input type="checkbox"/> District of Columbia	<input type="checkbox"/>	<input type="checkbox"/> North Dakota	<input type="checkbox"/>
<input type="checkbox"/> Florida	<input type="checkbox"/>	<input type="checkbox"/> Ohio	<input type="checkbox"/>
<input type="checkbox"/> Georgia	<input type="checkbox"/>	<input type="checkbox"/> Oklahoma	<input type="checkbox"/>
<input type="checkbox"/> Guam	<input type="checkbox"/>	<input type="checkbox"/> Oregon	<input type="checkbox"/>
<input type="checkbox"/> Hawaii	<input type="checkbox"/>	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/>
<input type="checkbox"/> Idaho	<input type="checkbox"/>	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/>
<input type="checkbox"/> Illinois	<input type="checkbox"/>	<input type="checkbox"/> Rhode Island	<input type="checkbox"/>
<input type="checkbox"/> Indiana	<input type="checkbox"/>	<input type="checkbox"/> South Carolina	<input type="checkbox"/>
<input type="checkbox"/> Iowa	<input type="checkbox"/>	<input type="checkbox"/> South Dakota	<input type="checkbox"/>
<input type="checkbox"/> Kansas	<input type="checkbox"/>	<input type="checkbox"/> Tennessee	<input type="checkbox"/>
<input type="checkbox"/> Kentucky	<input type="checkbox"/>	<input type="checkbox"/> Texas	<input type="checkbox"/>
<input type="checkbox"/> Louisiana	<input type="checkbox"/>	<input type="checkbox"/> US Virgin Islands	<input type="checkbox"/>
<input type="checkbox"/> Maine	<input type="checkbox"/>	<input type="checkbox"/> Utah	<input type="checkbox"/>
<input type="checkbox"/> Maryland	<input type="checkbox"/>	<input type="checkbox"/> Vermont	<input type="checkbox"/>
<input type="checkbox"/> Massachusetts	<input type="checkbox"/>	<input type="checkbox"/> Virginia	<input type="checkbox"/>
<input type="checkbox"/> Michigan	<input type="checkbox"/>	<input type="checkbox"/> Washington	<input type="checkbox"/>
<input type="checkbox"/> Minnesota	<input type="checkbox"/>	<input type="checkbox"/> West Virginia	<input type="checkbox"/>
<input type="checkbox"/> Mississippi	<input type="checkbox"/>	<input type="checkbox"/> Wisconsin	<input type="checkbox"/>
<input type="checkbox"/> Missouri	<input type="checkbox"/>	<input type="checkbox"/> Wyoming	<input type="checkbox"/>

[Save](#)
[Cancel](#)

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 For additional information, please visit the [NMLS Public Center](#). | For help with your filing please contact the NMLS Call Center at 1-800-368-4444.

RESIDENT/REGISTERED AGENT

The Resident/Registered Agent is the entity that will receive service of legal process on behalf of the applicant or licensee. A resident/registered agent must be identified in each state in which a license/registration is held, and the business address must be within that state.

If a state does not require the identification of a resident/registered agent, consult the state licensing requirements to determine how to complete this section. Typically, such states will accept an owner or officer of the company to be included here.

Resident/Registered Agent should match the state's Secretary of State documentation.

The screenshot shows the NMLS (National Mortgage Licensing System) interface. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as RyanT. The left sidebar lists various menu items, with 'Resident/Registered Agent' highlighted. The main content area is titled 'Resident/Registered Agent' and displays a form for 'General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.' The form includes fields for Company, First Name, Last Name, Title, Business Address (with a note not to provide a PO Box), City, State (dropdown), Country/Province (dropdown), Postal Code, Business Phone, Fax Line, and Email Address. A 'Total Charges: \$2,000.00' is shown in the top right corner of the form area. At the bottom of the form are 'Save' and 'Cancel' buttons. A small copyright notice is visible at the very bottom of the page.

Resident/Registered Agent

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Provide the information for your company's resident/registered agent below. If the resident/registered agent is a company rather than an individual, put the words 'registered agent' in the Title field.

Company:

First Name:

Last Name:

Title:

Business Address:
(Do not provide PO Box)

City:

State:

Country / Province:

Postal Code:

Business Phone: 999-999-9999-9999

Fax Line: 999-999-9999

Email Address:

Save Cancel

Total Charges: \$2,000.00

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WEB ADDRESSES

A web address is optional in NMLS. Applicants or licensees should include any corporate websites, including all websites through which they solicit customers or through which they transact business. There is no limit to the number of websites that can be entered.

Note: Some states have additional requirements for websites, check state licensing requirements for additional information.

The screenshot shows the NMLS Web Addresses form for General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT. The form includes a 'Website Address' field and a question 'Is your company accepting applications or transacting business through this website?' with 'Yes' and 'No' radio buttons. The total charges are \$2,000.00.

Web Addresses

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Website Address:

Is your company accepting applications or transacting business through this website? ☐ Yes ☐ No

Total Charges: \$2,000.00

Save Cancel

CONTACT EMPLOYEES

Applicants and licensees are required to submit a primary company contact and a primary consumer complaint contact. If allowed by a state, this can be the same person. Applicants and licensees also can submit additional, non-primary, contacts. For non-primary contacts, you must also list the applicable industry type(s), area(s) of responsibility, and state(s).

The individual(s) listed as the primary company contact must be authorized to receive ALL compliance and licensing information, communications, and mailings regarding the entity, officers, directors, and individuals. They must also be responsible for disseminating it within the applicant or licensee's organization. The Company Contact is for regulator use.

The Contact Employee may be the "Resident/Registered Agent" for service of process.

You are currently:

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Logged in as RyanT | Logout

Contact Employee Information

General Mortgage Co. (8188) MU1 filing created 6/5/2012 by RyanT. Total Charges: \$2,000.00

Provide the information requested below for each contact employee and click **Save**. Click **Delete** to remove the contact employee. **If this individual is a Primary contact, do not identify Industry Type(s), Area(s) of Responsibility, or State(s).**

☐ Primary Company
☐ Primary Consumer Complaint (Regulator)

First Name:
 Last Name:
 Title:
 Email Address:
 Company Mailing Address

Mailing Address:

 City:
 State:
 Country / Province:
 Postal Code:
 Business Phone: 999-999-9999
 Fax Line: 999-999-9999

FOR NON-PRIMARY CONTACTS ONLY
Select at least one Industry Type, Area of Responsibility and State

Industry Type(s):
☐ Mortgage ☐ Debt
☐ Consumer Finance ☐ Money Services

Area(s) of Responsibility:
☐ Accounting ☐ Exam Billing ☐ Licensing
☐ Consumer Complaint (Public) ☐ Exam Delivery ☐ Litigation
☐ Consumer Complaint (Regulator) ☐ Legal ☐ Pre-Exam Contact

State(s):
☐ Alabama ☐ Illinois ☐ Nebraska ☐ South Carolina
☐ Alaska ☐ Indiana ☐ Nevada ☐ South Dakota
☐ Arizona ☐ Iowa ☐ New Hampshire ☐ Tennessee
☐ Arkansas ☐ Kansas ☐ New Jersey ☐ Texas
☐ California ☐ Kentucky ☐ New Mexico ☐ US Virgin Islands
☐ Colorado ☐ Louisiana ☐ New York ☐ Utah
☐ Connecticut ☐ Maine ☐ North Carolina ☐ Vermont
☐ Delaware ☐ Maryland ☐ North Dakota ☐ Virginia
☐ District of Columbia ☐ Massachusetts ☐ Ohio ☐ Washington
☐ Florida ☐ Michigan ☐ Oklahoma ☐ West Virginia
☐ Georgia ☐ Minnesota ☐ Oregon ☐ Wisconsin
☐ Guam ☐ Mississippi ☐ Pennsylvania ☐ Wyoming
☐ Hawaii ☐ Missouri ☐ Puerto Rico
☐ Idaho ☐ Montana ☐ Rhode Island

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 For additional information, please visit the [NMLS Public Website](#). For help with registration, please contact the NMLS Customer Support at 1-800-368-4444.

BOOKS AND RECORDS INFORMATION

Applicants and licensees must list the company name and address of the location where books and records are stored. They must also list the name of the individual at this location that should be contacted with inquiries about or to gain access to the books and records. A company can copy the *Main Address* here.

Multiple contacts for record retention are allowed in the System, and you must specify contact by industry type(s) and state(s). You can use the comments field to specify the types of records being retained by your company at that location. Consult state licensing requirements to see if any states have further requirements for this section.

The screenshot shows the NMLS Books and Records Information form for General Mortgage Co. (S189) MU1 filing. The form is titled "Books and Records Information" and includes a "Total Charges: \$2,000.00" indicator. The form is divided into several sections: "Company Information", "Business Address", "Contact Information", "Industry Type(s)", "States(s)", and "Comments".

Company Information: The form includes fields for "Company Name", "First Name", "Last Name", and "Copy Main Address".

Business Address: The form includes fields for "Business Address", "City", "State", "Country/Province", "Postal Code", "Business Phone", "Fax Line", and "Email Address".

Contact Information: The form includes fields for "Industry Type(s)" (Mortgage, Debt, Consumer Finance, Money Services) and "States(s)" (Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, US Virgin Islands, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming).

Comments: The form includes a "Comments" field with a character limit of 512 characters.

The form is part of the NMLS system, which is used for the National Mortgage Licensing System and Registry. The form is titled "Books and Records Information" and includes a "Total Charges: \$2,000.00" indicator. The form is divided into several sections: "Company Information", "Business Address", "Contact Information", "Industry Type(s)", "States(s)", and "Comments".

APPROVALS AND DESIGNATIONS

Some states require licensees and applicants to provide information related to any approvals and designations that their company currently holds. If you feel that certain approvals/designations are not captured by the mentioned categories, or not captured accurately, select the *Other Approval/Designation* field provided to clarify. If a licensee or applicant has no approvals, they can skip this section.

A licensee or applicant may complete this section even if not required by a state.

In addition, licensees and applicants must answer the following questions:

Will the entity engage in any non-financial services related businesses?

If the applicant or licensee answers “Yes” to this question, identify the name of the business and describe the type of non-financial services related business in which you will be engaged.

Will the entity occupy or share space with any person(s) engaged in financial services-related activity?

If the applicant or licensee answers “Yes” to this question, identify the name of the business with which space will be shared and the specific type of financial services related activity the other company or person is engaged.

The screenshot shows the NMLS MU1 filing form for 'General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.'. The form is titled 'Approvals and Designations' and includes a 'Total Charges: \$2,000.00' indicator. The form contains several sections for providing information about approvals and designations, including checkboxes for 'Federal Housing Administration (FHA) Approval', 'Ginnie Mae approved Issuer/Service - Main Approval #', 'Fannie Mae approved Seller/Service - Main Approval #', 'Freddie Mac approved Seller/Service - Main Approval #', 'Veterans Administration (VA) Approved Lender - Main Approval #', 'FinCEN Registration - Money Service Business only', 'Uniform Debt-Management Services Act Accreditation', 'Guaranteed Rural Housing (GRH) Approval - Main Approval #', and 'Other Approval/Designation'. There are also two questions with 'Yes/No' radio buttons: 'Will the entity engage in any non-financial services related business?' and 'Will the entity occupy or share space with any person(s) engaged in financial services-related activity?'. Each 'Yes' response is followed by a text area for a brief description. The form has a 'Save' button at the bottom and navigation links for 'Previous' and 'Next'.

BANK ACCOUNTS

Applicants and licensees should consult state licensing requirements to see if bank account information is required to be provided. If not required, leave this section blank.

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Logged in as RyanT Logout

Bank Account Information

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Provide the bank account information requested below and click **Save**. Click **Delete** to remove the bank account information.

Account Type:

☐ LetterLine of Credit
 ☐ Operating
 ☐ Trust/Primary

Amount of Letter Line of Credit:

(no dollar sign, comma, or decimal point)

Letter Line of Credit Expiration Date:

(MM/DD/YYYY)

Bank Address and Account Number

Name:

PO Box or Number & Street:

City:

State:

Country / Province:

Postal Code:

Account Number:

(letters, numbers, spaces and dashes only)

Notes:

Industry Type(s):

☐ Mortgage
 ☐ Debt
 ☐ Consumer Finance
 ☐ Money Services

State(s):

☐ Alabama
 ☐ Illinois
 ☐ Nebraska
 ☐ South Carolina
 ☐ Alaska
 ☐ Indiana
 ☐ Nevada
 ☐ South Dakota
 ☐ Arizona
 ☐ Iowa
 ☐ New Hampshire
 ☐ Tennessee
 ☐ Arkansas
 ☐ Kansas
 ☐ New Jersey
 ☐ Texas
 ☐ California
 ☐ Kentucky
 ☐ New Mexico
 ☐ US Virgin Islands
 ☐ Colorado
 ☐ Louisiana
 ☐ New York
 ☐ Utah
 ☐ Connecticut
 ☐ Maine
 ☐ North Carolina
 ☐ Vermont
 ☐ Delaware
 ☐ Maryland
 ☐ North Dakota
 ☐ Virginia
 ☐ District of Columbia
 ☐ Massachusetts
 ☐ Ohio
 ☐ Washington
 ☐ Florida
 ☐ Michigan
 ☐ Oklahoma
 ☐ West Virginia
 ☐ Georgia
 ☐ Minnesota
 ☐ Oregon
 ☐ Wisconsin
 ☐ Guam
 ☐ Mississippi
 ☐ Pennsylvania
 ☐ Wyoming
 ☐ Hawaii
 ☐ Missouri
 ☐ Puerto Rico
 ☐ Idaho
 ☐ Montana
 ☐ Rhode Island

Save

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LEGAL STATUS

In addition to entering the information in this section, applicants and licensees may upload supporting documentation (e.g. formation documents) through the document uploads section of this filing.

Fiscal year end

The applicant or licensee should enter the month and day of the end of its corporate fiscal year. Sole proprietorships should enter 12/31 for fiscal year end.

Formation State

The applicant or licensee should enter the state in which the legal status of the corporate entity was obtained. This information can be found on the company's incorporating documents. Sole proprietorships must leave this field blank. If an applicant was formed outside the U.S., leave this field blank.

Formation Country/Province

The applicant or licensee should enter the formation country or province of the corporate entity. This information can be found on the company's incorporating documents.

Date of Formation

The applicant or licensee should enter the month, day, and year in which the company was legally formed. This information can be found on the company's incorporating documents. This must be in the MM/DD/YYYY format. Sole proprietorships must leave this field blank.

If publicly traded, please insert stock symbol

A stock symbol is a combination of letters.

Legal Status

The applicant should indicate the legal status of the entity (e.g., corporation, LLC, partnership, limited partnership).

Note: Some states distinguish between S- and C-corporate organizations.

Considerations for Sole Proprietors

- In addition to the Company Form (MU1), a sole proprietor of the sole proprietorship must complete the Individual Form (MU2).
- The Company Form (MU1) is completed in terms of the sole proprietorship as a business entity and the Individual Form (MU2) is completed in terms of the natural person.
- If the state requires a sole proprietor to also hold a loan originator's license, then the sole proprietor must also complete the Individual Licensing Form (MU4).
- If a state is a community property state, the state's licensing requirements may outline additional details for spouses of sole proprietors



A sole proprietor will have one NMLS login which will allow access to the business entity account and the individual account.

Amendments to the Fiscal Year End, Legal Status, and State or Date of Formation

NMLS allows amendments to the Fiscal Year End (FYE), legal status, and state or date of formation. It does not allow amendments to the company's EIN without contacting the NMLS Call Center. In many cases, a change to the FYE, legal status, and state or date of formation indicates a new entity has been formed and a new NMLS record is required. (See "Tool Tips to determine if a New Record is Required" in Chapter I.)

The screenshot displays the NMLS Legal Status amendment form for General Mortgage Co. (8189). The form is titled "Legal Status" and includes a header "General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT." and a "Total Charges: \$2,000.00" indicator. The form contains the following fields and options:

- Fiscal year end (MM/DD): 3/25/1
- Formation State: North Carolina
- Formation Country / Province: United States
- Date of formation: 10/10/2008
- If publicly traded, please insert stock symbol: (empty field)
- Indicate legal status:
 - ☒ Corporation
 - ☐ Limited Liability Company
 - ☐ Not For Profit Corporation
 - ☐ Partnership
 - ☐ Sole Proprietorship
 - ☐ Other
- If legal status is Other, then briefly describe: (empty text area)

Navigation buttons: Previous, Save, Next.

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AFFILIATES/SUBSIDIARIES

Applicants and licensees must identify each entity under common ownership (affiliate) and each entity under control (subsidiary) that provides financial services or settlement services.

For purposes of this section⁴:

- (1) An affiliate is defined as an entity whereby the common owner, regardless of ownership amount of the applicant, owns 10% or more of the entity.
- (2) A subsidiary is defined as an entity that is owned 25% or more by the applicant, either directly or indirectly.

You may utilize the search option to find the entity's record in the system. If no record is found, then you must input the following information:

Affiliate/Subsidiary Name – provide the full legal name of the affiliate or subsidiary

Name and Street/City/State/Country/Postal Code – provide the main address for the affiliate or subsidiary

Control Relationship – identify whether the entity is under common ownership (affiliate) or under control (subsidiary) of the applicant or licensee

Description – the description should include the line of businesses engaged in by the affiliate or subsidiary

The screenshot shows the NMLS (Nationwide Multistate Licensing System) interface for searching affiliates and subsidiaries. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as RyanT. The left sidebar lists various menu items, with 'Affiliates/Subsidiaries' highlighted. The main content area is titled 'Affiliates/Subsidiaries - Company Search'. It contains a search form with fields for Company ID, Federal Tax ID, License Number, and Company Name. The Company Name field has radio button options for 'Starts With', 'Contains', and 'Soundex'. There are also fields for City and State, with a checkbox for 'Search by Soundex'. Below the form, there is explanatory text about the search criteria and a 'Search' button. The footer of the page contains copyright information for CFP® and NMLS.


⁴ States may have different definitions and Company users are advised some states may require additional information in connection with affiliates and subsidiaries that provide financial services or settlement services.

FINANCIAL INSTITUTIONS

If the applicant or licensee is controlled by a Credit Union, Bank Holding Company, State Member Bank of the Federal Reserve System, State Non-Member Bank, National Bank, Foreign Bank, Savings Association/Savings Bank, or Thrift Holding Company the institution must be identified in this section. A company search option is not available for this section.



Financial Institution information required here **DOES NOT** include the institution the company uses in financing its operations. This is not an area for corporate banking information. Information related to corporate bank information may be entered into the Bank Accounts section if required by your regulator(s).

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[Company \(MU1\)](#) | [Branch \(MU3\)](#) | [Individual](#) | [Financial Statements](#) | [MCR](#) | [Access](#) | [Relationships](#)

You are currently: [State](#)

- Business Activities
- Request License
- License/Registration Information
- Identifying Information
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- Financial Institutions**
- Disclosure Questions
- Disclosure Explanations
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- Indirect Owners
- Qualifying Individuals
- Document Uploads
- MU2 Forms
- Attest and Submit

Logged in as RyanT | [Logout](#)

Financial Institutions

General Mortgage Co. ([8189](#)) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Type of Institution:
Financial Institution Name:
Number and Street:
City:
State:
Country / Province:
Postal Code:
Relationship Description:

Save Cancel

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DISCLOSURE QUESTIONS

The definitions for terms used in the disclosure questions are contained in the **Glossary- Explanation of Terms** section of this Guidebook.

All Disclosure Questions must be answered. Any “Yes” response requires an explanation to be provided in the **Disclosure Explanations** section. A single PDF file can be uploaded with any applicable documentation. The regulator will be able to review the explanation and documentation.

While a licensee may have disclosed a “Yes” answer in a previous application, when transitioning their license onto NMLS they will have to answer “Yes” again, if still relevant.

When responding to questions regarding Control Affiliates, all current and former Control Affiliates for the last ten years must be disclosed.



Companies who in the normal course of business face multiple civil actions must respond affirmatively to the questions in F and G. An explanation stating this fact is required and further details related to specific cases may be required, including supporting documentation for each civil action.

Please consult state licensing requirements to verify what information is required to be submitted through NMLS.



Companies are required to update their Disclosure Questions when circumstances change in accordance with state law or within 30 days, whichever is shorter. This includes answers that are changed from “Yes” to “No”. A change in response requires an update to the Disclosure Explanation section.



Financial services related convictions entered by a municipal court (if the violation stems from a city ordinance and not necessarily from criminal code, for example) rather than a criminal court should generally be disclosed under the Civil Disclosure section of the disclosure questions.

Disclosure of a sealed or expunged conviction or item is not required if relevant state law or a court order does not require or prohibits disclosure.

Disclosure of a felony or misdemeanor case disposed of in juvenile court is not required if relevant state law or a court order does not require or prohibits disclosure.

DISCLOSURE EXPLANATIONS

An explanation must be provided for each disclosure question that has a “Yes” response. A separate explanation should be provided for each event resulting in a ‘Yes’ response to a disclosure question. A single explanation can be associated to multiple “Yes” responses and each explanation allows a single PDF to be uploaded in support of the explanation. Also, multiple explanations may be provided if multiple events are related to a single question.

You may provide an explanation for a “No” response only if you answer “No” to a disclosure question and have information to provide to the regulator to clarify the response.

Companies are required to update their Disclosure Explanations when needed, including adding a new explanation for a new event which may or may not require a change in a Yes or No response.

Required disclosure question changes must be made within thirty days or within the time specified under state law, whichever is shorter

Consult the [disclosure explanation reference guide](#) for additional information.

Note: Some states may require companies to provide an explanation and/or supporting documentation for previous “yes” responses.

The screenshot shows the NMLS Disclosure Explanations form for General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RYAN.T. The form includes a sidebar with navigation links, a top navigation bar, and a main content area with the following sections:

- Event Explanation Detail:** Includes a text field for "Brief Description of Explanation:", a dropdown for "Disposition:", and a text field for "Provide Description only if Disposition is 'Other':". Below these is a large text area for "Event Explanation Detail (Required):".
- Applicable Questions:** Includes a checkbox for "Check the box(es) next to the appropriate disclosure question(s) below that apply to the explanation you are providing." and a table with columns "Explanation Provided For" and "Current Response: Question(s)".
- Regulatory Action Disclosure:** Includes a checkbox for "(C) In the past 10 years, has any State or federal regulatory agency or foreign financial regulatory authority or self-regulatory organization (SRO) ever: (5) denied, suspended, or revoked the entity's or a control affiliate's registration or license or otherwise, by order, prevented it from associating with a financial services-related business or restricted its activities?".
- Supporting File:** Includes a text field for "File:" and a "Browse..." button. Below this is a "Save" button and a "Cancel" button.

At the bottom of the form, there is a small footer with the text: "©2012 CFP® / All Rights Reserved | CFP® is a trademark of the CFP® Regulatory Authority | Privacy Policy | Download PDF Form | For assistance with this page, visit the NMLS Resource Center | For help with any other page, contact the NMLS Support Center at 1-800-368-4444."

DIRECT OWNERS, EXECUTIVE OFFICERS AND CORPORATE GOVERNANCE

Entity ID, Full Legal Name, Title, and Percentage of Ownership

The applicant or licensee must identify all Direct Owners with 10% or more ownership and Executive Officers.

If the direct owner or executive officer is a natural person (individual), the applicant or licensee should list their full legal name as First, Middle, Last, Suffix, provide their title and the percentage of ownership. All natural persons listed in the Direct Owners and Executive Officers section of the Company Form (MU1) are required to complete and submit an Individual Form (MU2).

Note: Applicants and licensees should review the definition of *Control* when completing this section and include any individual or company that has *Control* over the entity.

CONTROL is determined in several ways:

- 1) Equity Owners – an entity or individual that, directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities. In the case of a partnership, an entity or individual that has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company
- 2) Corporate Governance – as set out in the most recent Articles of Incorporation, Articles of Organization, or Partnership Agreement.
 - A) Board of Directors, Board of Managers, Member Manager, General Partner, or similar governing body, whether they are compensated or not.
 - B) President, Executive Vice President, Senior Vice President, Treasurer, Secretary, or similarly elected or appointed senior corporate officers
- 3) Functional Responsibility – Individuals, regardless of title, who have the power, directly or indirectly, to direct the management or policies of a company by contract, or otherwise. Job description holds individuals responsible for the operational, financial, information technology, compliance, and/or security functions of the company, including Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Chief Legal Officer, Chief Credit Officer, Chief Compliance Officer, and individuals occupying similar positions or performing similar functions. Other required individuals may include qualified persons, location supervisors, and branch managers.

Entities & Individuals that Should be Included in Direct Owners and Officers				
Applicant Type	Equity Owners	Corporate Governance		Functional Responsibility
"C" Corporation	Shareholders ≥10%	All members of Board of Directors	Elected or Appointed Officers	Chief Officers & other required individuals
"S" Corporation	Shareholders ≥10%	All members of Board of Directors	Elected or Appointed Officers	Chief Officers & other required individuals
Limited Liability Company	All Members ≥10%	Member Managed (Managing Member) All Managers (Board of Managers)	Elected or Appointed Officers	Chief Officers & other required individuals
Partnership	All Partners ≥10%	General Partner	Elected or Appointed Officers	Chief Officers & other required individuals

The following points will help companies decide who to include:

Direct Owners

Direct owners include any person that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more of a class of voting security of the applicant or licensee. For purpose of this section, a person beneficially owns any securities (i) owned by his/her child, stepchild, grandchild, parent, stepparent, grandparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law, sharing the same residence; in cases where the company is a partnership, all general partners and those limited and special partners that have the right to receive upon dissolution, or have contributed, 10% or more of the partnership's capital.

In the case of a trust that directly owns 10% or more of the class of voting security of the applicant, or that has the right to receive upon dissolution, or have contributed, 10% or more of the applicant or licensee's capital, the trust and each trustee.

In the case where the company is a Limited Liability Company ("LLC"), (i) if member managed, the managing member, (ii) if managed by elected or appointed managers, all elected or appointed managers; and (iii) those members that have the right to receive upon dissolution, or have contributed, 10% or more of the LLC's capital. In the case where the company is a partnership, (i) all general partners, and (ii) those limited and special partners that have the right to receive upon dissolution, or have contributed, 10% or more of the partnership's capital.

In certain states, other required persons, including “qualified persons” or branch managers or supervisors. Consult the state licensing requirements in which the applicant or licensee is applying for details.



Ownership must be disclosed as is found on the organizing documents of an entity. Ownership disclosure in NMLS is not dependent on community property statutes and therefore should be represented in NMLS as found on legal organizing documents for the entity.

Control Person

A control person is an individual (natural person) that directly or indirectly exercises control over the applicant or licensee. This definition includes any individual that is a “director, general partner, or executive officer.” The term director includes all members of a company’s board of directors, including board members that are not employees of the company.

Stock Symbol

Provide the stock symbol (if the company is publicly traded).

SSN or EIN


Provide the person’s social security number or the company’s tax identification number or employer identification number, as issued by the IRS.

Individual or Company

All direct owners of 10% or more should be identified, regardless of the applicant or licensee’s business structure. All individuals listed in this section are required to complete and submit an Individual Form (MU2).



If an applicant or licensee is publicly traded or there are *Control* persons holding less than 10% ownership, then the total percent ownership derived from the individual line items may not equal 100%.



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You are currently: [State](#)

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[Other Trade Names](#)
[Resident/Registered Agent](#)
[Web Addresses](#)
[Contact Employees](#)
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Direct Owners and Executive Officers

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Provide the information requested below for the individual or company being identified as a (i) direct owner of 10% or more, (ii) executive officer, and/or (iii) control person of the applicant (excluding indirect owners that must be identified in the Indirect Owners section of this filing).

Title examples include: President, CEO, CFO, COO, partner, trustee, sole proprietor, shareholder, etc.

An MU2 form must be completed for each individual identified in this section.

Entity ID: 14909

Full Legal Name: Tabor, Tobey

Title:

Percentage of Ownership:

Individual or Company: ☐ Company ☒ Individual

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INDIRECT OWNERS

Applicants and licensees must identify all indirect owners with 25% or more ownership in this section. For each owner indicate percentage of ownership.

If the indirect owner is a natural person (individual), the applicant or licensee should list their full legal name as First, Middle, Last, Suffix.

In the case of an indirect owner that is a corporation, each of its shareholders that beneficially owns, has the right to vote, or has the power to sell or direct the sale of, 25% or more of a class of voting security of that corporation shall be identified. For purposes of this section, a person beneficially owns any securities (i) owned by his/her child, stepchild, grandchild, parent, stepparent, grandparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, sharing the same residence.

In the case of an indirect owner that is a partnership, all general partners and those limited and special partners that have the right to receive upon dissolution, or have contributed, 25% or more of the partnership's capital shall be identified.

In the case of an indirect owner, that is a trust that owns 25% or more of the class of voting security of its direct owners, the trust and each trustee for the trust shall be identified.

In the case of an indirect owner that is a Limited Liability Company ("LLC"), (i) those members that have the right to receive upon dissolution, or have contributed, 25% or more of the LLC's capital, and (ii) if managed by elected or appointed managers, all elected or appointed managers shall be identified.

Continue up the chain of ownership listing all 25% or more indirect owners at each level of ownership. Only once a public reporting company, a credit union, a bank or a bank holding company regulated by a Federal Banking or Credit Union Regulator, a trust (with its trustee(s)) or a natural person is reached, no ownership information further up the chain of ownership need be given.

Full Legal Name – Provide the full legal name of the Indirect Owner. If the person listed is a company (organization), the applicant or licensee should list the full legal name in its domestic state.

Ownership Type – Examples include partner, trustee, indirect owner, shareholder, etc.

Equity Owner in Which Interest is Held – Provide the name of the Direct or Indirect Owner in which percent ownership interest is held.

Percentage of Ownership – Identify the percentage of ownership that the Indirect Owner holds in the company that owns the applicant or licensee. The total percentage of ownership can be less than 100% because those with less than a 25% ownership at each level need not be identified. The total percentage of ownership cannot be more than 100%.

SSN or EIN – Provide the person's social security number or the company's tax identification number or employer identification number, as issued by the IRS.

Control Person

Licensees must identify natural person indirect owners of 10% or more of the licensee as a *Control Person* using the available radio button. These individuals must complete and submit an Individual Form (MU2). See Chapter III herein.

Note: Sections completed throughout the Company Form (MU1) assist in the completion of the Individual Form (MU2). The Individual Form (MU2) filing(s) is created based on the designated Control Persons and Qualifying Individuals. The individuals must attest to the Individual Form (MU2) prior to submitting the Company Form (MU1).

Individual or Company?

An applicant or licensee's owners may include company organizations so they should continue up the ownership chain (or "ladder"), reporting those with 25% or more ownership interest at each level, until the reporting reaches a publicly traded entity, or the last natural person.

If the person listed is a natural person (individual), the applicant should list his/her full legal name as Last, First, Middle, use the "Direct Owner In Which Interest is Owned" field to enter the company name for which this individual is reporting, and provide his/her title and the percentage owned for the applicant.

All indirect owners of 25% or more should be identified, regardless of the applicant's business structure.



If the legal status on the Company Form (MU1) is a Sole Proprietor, this entire section will be blank.

Indirect Owners

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.

Provide the information requested below for the individual or company being identified as an indirect owner of your company.

Ownership Type examples include: partner, trustee, indirect owner, shareholder, etc.

The Equity Owner is the company in which the ownership interest is held.

An MU2 form must be completed for all Individuals identified as control persons.

Entity ID: 14909

Full Legal Name: Tabot, Tobey
(Individual: Last, First, Middle)

Ownership Type:

Equity Owner in Which Interest is Held:

Percentage of Ownership:

Control Person: ☐ Yes ☐ No

Individual or Company: ☐ Company ☒ Individual

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Total Charges: \$2,000.00

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QUALIFYING INDIVIDUALS

Different states refer to “Qualifying Individual” as other names, such as “Qualified Person in Charge (QPIC)” or “Managing Principal.” Consult the state licensing requirements to determine if and how you should complete this section.

If a state does not require the identification of a Qualifying Individual, NMLS will allow a Company Form (MU1) to be submitted without this section being completed. If a Qualifying Individual is identified, then an Individual Form (MU2) must be filed for that individual.

The screenshot shows the NMLS Qualifying Individuals form for General Mortgage Co. (8189) MU1 filing. The form is titled "Qualifying Individuals" and includes a sidebar with navigation links. The main content area contains the following sections:

- Entity ID:** 14909
- Full Legal Name:** Tabot, Tobey
- Title:** [Text field]
- Business Address:** [Text field]
- City:** [Text field]
- State:** [Dropdown menu]
- Country / Province:** [Dropdown menu]
- Postal Code:** [Text field]
- Industry Type(s):** ☐ Mortgage ☐ Debt ☐ Consumer Finance ☐ Money Services
- State(s):** ☐ Alabama ☐ Alaska ☐ Arizona ☐ Arkansas ☐ California ☐ Colorado ☐ Connecticut ☐ Delaware ☐ District of Columbia ☐ Florida ☐ Georgia ☐ Guam ☐ Hawaii ☐ Idaho ☐ Illinois ☐ Indiana ☐ Iowa ☐ Kansas ☐ Kentucky ☐ Louisiana ☐ Maine ☐ Maryland ☐ Massachusetts ☐ Michigan ☐ Minnesota ☐ Mississippi ☐ Missouri ☐ Montana ☐ Nebraska ☐ Nevada ☐ New Hampshire ☐ New Jersey ☐ New Mexico ☐ New York ☐ North Carolina ☐ North Dakota ☐ Ohio ☐ Oklahoma ☐ Oregon ☐ Pennsylvania ☐ Puerto Rico ☐ Rhode Island ☐ South Carolina ☐ South Dakota ☐ Tennessee ☐ Texas ☐ US Virgin Islands ☐ Utah ☐ Vermont ☐ Virginia ☐ Washington ☐ West Virginia ☐ Wisconsin ☐ Wyoming

At the bottom of the form, there are "Save" and "Cancel" buttons. The footer of the page contains copyright information and a disclaimer.

ADVANCE CHANGE NOTICE (ACN)

NMLS allows state licensees to submit certain changes to their NMLS Record in advance of the desired effective date. This functionality permits state regulators to electronically process future NMLS Record amendments and reduces the forms and filings submitted outside the system.

Companies and branches can provide an effective date for the following changes to their NMLS Record:

Company (MU1) Form Advance Change Notice (ACN) Events

- ☐ Legal Name
- ☐ Main (Corporate) Address
- ☐ Other Trade Names
- ☐ Legal Status
- ☐ Affiliates/Subsidiaries
- ☐ Direct and Indirect Owners/Executive Officers
- ☐ Qualifying Individuals

Additionally, a category exists within the Document Upload section of the Company and Branch Forms allowing supporting documents with proposed changes to be submitted as part of the ACN filing.



All documents uploaded under the Document Type of Advance Change Notice in support of an ACN are considered proposed and should be removed on the effective date of the event. Licensees must upload a final document on the effective date as an applicable Document Type, or mail documentation to the agency for those types not currently accepted within NMLS (e.g. Main Address documentation).

Advance Change Notice Refresh

If an unsubmitted Company Form (MU1) filing exists and an Advance Change Notice (ACN) is processed, the system is programmed to refresh the Company (MU1) filing to incorporate the processed changes.

Each section affected by the update is listed below the Filing Refresh on-screen notice, and a hyperlink to the respective section is displayed. When selected, the affected section is displayed in a new window identifying the impacted areas using a redline comparison.

Unlike other filing refreshes in the system, this message does not allow the user to accept or reject changes. The filing must be refreshed to continue working on the unsubmitted Company Form (MU1) filing.

As an alternative to the Refresh button, the unsubmitted filing can be deleted by clicking the “Delete” icon. Once the filing is deleted, the “Create New Filing” button will appear, and all processed ACNs will reflect within the new filing.

DOCUMENT UPLOADS

The Document Uploads section allows users to upload and submit PDF documents to regulators. The [Document Upload Descriptions & Examples](#) guide details the types of documents that can be uploaded in connection with a company record. Only documents that are available for selection can be provided through NMLS; all other documentation required by a state regulator must be submitted outside NMLS. For more information, refer to state licensing requirements checklists.

Only the applicable document for the Document Type selected can be uploaded in NMLS (e.g., when selecting to upload a business plan, only a business plan document related to the company should be provided).



If you have multiple documents for one Document Type for a specific state, they should be combined into one PDF and uploaded as a single document. If you have different versions of the same Document Type that are specific to different states (e.g., Certificate of Good Standing for each state in which you operate), upload each state-specific version separately, indicating to which state the document is relevant.

Advance Change Notice Document Type

Documentation submitted in support of an Advance Change Notice is considered proposed. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit as Advance Change Notice). If the submission does not fall under an existing Document Type, documents must be submitted directly to the state agency; see the state's Amendment Checklist for the appropriate license for details.

Deletion of Uploaded Documentation

NMLS stores all documents that have been uploaded on the record. If you need to delete or replace a document for any reason, you can do so; however, the system maintains previously uploaded documents in a document type historical section on the composite view page.

The document types that can be uploaded in connection with a company filing are listed below, as well as indication whether the relevant state must be identified.

Company Filing

- ACN Related Documents
- Additional Requirement(s) (State Required)
- AML/BSA Policy
- Business Continuity Plan
- Business Continuity Plan Operational Status Report

NMLS Guidebook – Updated: September 15, 2025

FOR GUIDANCE ONLY

- Certificate of Authority/Good Standing Certificate (State required)
- Company Staffing and Internal Policies
- Debt Management Agreement
- Document Samples (State required)
- Errors and Omissions (State required)
- Fidelity Bond (State required)
- Flow of Funds Structure
- Formation Document
- Management Chart
- Mortgage Servicing Agreement
- Organization Chart/Description
- Permissible Investments (State required)
- Surety Bond (State required)
- Trade Name/Assumed Name registration Certificates (State required)
- Trust Account Authorization (State required)
- Warehouse Line of Credit Documentation
- Surety Bond (State required)

You are currently: Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships

★ State

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Resident/Registered Agent
Web Addresses
Contact Employees
Books and Records Information
Approvals and Designations
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Legal Status
Affiliates/Subsidiaries
Financial Institutions
Disclosure Questions
Disclosure Explanations
Direct Owners and Executive Officers
Indirect Owners
Qualifying Individuals
Document Uploads

Document Uploads

HELP

Schultz Industries (43997) MU1 filing created 9/15/2015 by SchultzDA. Total Charges: \$0.00

Use this section to add, amend, or delete documents related to this filing. You can also undo document amendments that have not been submitted.

Helpful Tips: Review the [state licensing checklist\(s\)](#) for your license(s) to determine document upload requirements. Refer to the [Document Descriptions and Examples Guide](#) for guidance on documents that can be uploaded in NMLS.

Documents related to this filing are listed below:

Click to upload a new document.

[Expand All](#) | [Collapse All](#)

⊟ AML/BSA Policy (1)

Available Actions	File Name	State	Status	Updated Date	Comment
<input type="button" value="Delete"/> <input type="button" value="Amend"/>	Comapnywide AML Policy.pdf	N/A	Existing	9/4/2015 12:14:51 PM	Version 10-01-14

⊟ Business Plan (1)

Available Actions	File Name	State	Status	Updated Date	Comment
<input type="button" value="Delete"/> <input type="button" value="Amend"/>	Business Plan.pdf	N/A	Existing	9/4/2015 12:37:55 PM	My business plan is the best!

⊟ Certificate of Authority/Good Standing Certificate (1)

Available Actions	File Name	State	Status	Updated Date	Comment
<input type="button" value="Delete"/> <input type="button" value="Amend"/>	Cert. of Good Standing.pdf	California	Existing	9/4/2015 12:39:32 PM	

⊟ Document Samples (1)

⊟ Document Samples (1)

HISTORICAL FILINGS

The Historical Filings section under the Filing tab contains copies of previously submitted Company filings. Company users with appropriate roles can also view a complete list of company filings in the “Historical Filings” section under the Composite View tab.

To view the changes between two filings, select the checkbox next to two filings and click the Compare button. A new browser window or tab will open with the changes redlined.

Clicking the words “Click to View” under the Sections Changed column displays the Company Form sections that were modified.

ATTEST AND SUBMIT

The “Submit Filing” button will only appear if the Company Form (MU1) passes all completeness checks, including Individual Form (MU2) attestations.

The Attestation must include the name of a natural person after the “I”. The applicant or licensee’s name should appear after the “of”. Company attestations must be performed by an actual employee of the company.

When clicking the “Submit Filing” button, applicants and licensees are making a legal attestation to all states in which they are applying for or maintaining a license through NMLS.

After clicking the “Submit Filing” button, the applicant or licensee is taken to a one-time payment page to make an electronic payment for the filing. Once the payment information has been successfully submitted the filing becomes viewable by the regulator(s). NMLS only accepts payment by credit card (Visa or Mastercard only) or ACH transfer.

The screenshot shows the NMLS 'Attest and Submit' interface. At the top, there's a navigation bar with tabs: FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. Below this, a breadcrumb trail reads: Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships. The user is logged in as RyanT4. On the left, a sidebar lists various menu items, with 'Attest and Submit' highlighted. The main content area is titled 'Attest and Submit' and shows details for a 'Rainy Days Mortgage (14799) MU1 filing created 7/20/2012 by RyanT4'. A warning message states: 'Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.' Below this, a message says: 'All completeness checks are clear. You can attest to the filing below for submission.' A table shows 'Total Charges' as '\$0.00'. The attestation text reads: 'I, Tia Ryan of Rainy Days Mortgage (14799) (Applicant) on this date Friday, July 20, 2012 swear (or affirm) as follows, that I executed this form on behalf, and with the authority, of said Applicant and said Applicant agrees to and represents the following: (1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law; (2) To the extent any information previously submitted is not amended, such information remains accurate and complete; (3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into the background of the applicant, and any related individuals or entities, in accordance with all laws and regulations for purposes of making a determination on the application; (4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and (5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which the applicant is applying. If the Applicant has knowingly made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.' At the bottom, there is a checkbox for 'I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.' and an 'Attest and Submit' button.

You are currently: State

Business Activities
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Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships

Logged in as RyanT4 | Logout

Attest and Submit

Rainy Days Mortgage (14799) MU1 filing created 7/20/2012 by RyanT4.

Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.

All completeness checks are clear. You can attest to the filing below for submission.

Subject	Fee Type	Amount
Total Charges		\$0.00

I, Tia Ryan of Rainy Days Mortgage (14799) (Applicant) on this date Friday, July 20, 2012 swear (or affirm) as follows, that I executed this form on behalf, and with the authority, of said Applicant and said Applicant agrees to and represents the following:

(1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law;
(2) To the extent any information previously submitted is not amended, such information remains accurate and complete;
(3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into the background of the applicant, and any related individuals or entities, in accordance with all laws and regulations for purposes of making a determination on the application;
(4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and
(5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which the applicant is applying.

If the Applicant has knowingly made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.

☐ I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.

Attest and Submit

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For additional information, please visit the NMLS Resource Center | For help with navigation please contact the NMLS Call Center at (242) 335-4444

Chapter III - NMLS INDIVIDUAL FORM (MU2)

Terminology Used in this Chapter

Filing: The process by which a company or individual completes and submits the appropriate form—such as the Company form (MU1), Individual form (MU2 or MU4), or Branch form (MU3)—to apply for, transition, or surrender a license, or to update information in their record. The term may also encompass the submission of financial statements or call reports within the System.

A. General Instructions

Filing—The Individual Form (MU2) is required for all natural persons identified in the Company Form. In addition, everyone identified as a Control Person, Qualifying Individual, or a Branch Manager for the applicant, must complete the Individual Form (MU2) and it must accompany the Company or Branch Form. The Individual Form (MU2) is an automatic requirement and is part of the Company and Branch Forms. The Company and Branch Forms will not be considered complete without all Individual Form (MU2) data entered and attested to by each individual.

Any natural person who is an indirect owner of 10% or more, must submit an Individual Form (MU2). For percentage requirements in other industries view the state licensing requirements on the NMLS Resource Center.

Additionally, applicants must update the roster of control persons on the Company Form as needed, potentially requiring additional Individual Forms (MU2). State agencies require an authorization for a credit report and/or criminal background check to be submitted upon filing the Individual Form (MU2).



An applicant or licensee must also refer to state licensing requirements published by each state in which it is applying. Some states may require biographical information about individuals that do not fit the Control Person definition. These states may therefore request an Individual Form (MU2) with other filings.

IDENTIFYING INFORMATION

Individual's Identifying Information and guidance for the information are below:

- One should enter their full name which should be the individual's legal name as found on their birth certificate, including a middle name even if not used, unless modified by a legal proceeding.



An individual's middle name must be included in the individual's NMLS record, if it is part of their full legal name, even if not on the form of identification provided. If a person does not have a middle name, they may be requested to produce a birth certificate or other legal documentation to evidence they have no middle name.

- Individuals should use their Last, First, Middle names, and suffix ("Jr", "III", etc.) if any. Do not enter a professional or academic suffix.
- If the individual's name has changed and proof of the name change is requested by an agency, the individual must provide legal documentation of the change; namely, a government issued ID¹ and a copy of a marriage certificate, a divorce decree, a court order or a certificate of naturalization, as applicable.
- In the case that the legal name was changed because of marriage, the marriage certificate may be used to prove the following scenarios:
 1. Listing their full legal name as shown on their marriage certificate;
 2. Listing their maiden name shown on the marriage certificate as their middle name; or
 3. Listing their last name as a hyphenated name (e.g., [maiden name]-[married name] or previous surname-married name).
- State of Birth and Country/Province of Birth for the individual must be identified.
- Individuals must identify if they are a US Citizen.
- The Government Issued ID and/or Passport information is not required for all individuals. Please review the state licensing requirements to see if you must submit this information.

¹ Examples of a government issued ID are a Real ID, driver's license, passport, and/or other identification documents provided by a state or federal government. Where an individual does not have a REAL ID, additional documentation may be required.

Business phone, home phone, cell phone, fax and email:

The business phone and email address are required; home phone, cell phone number, and fax number are optional.

Mailing Address

An individual's home mailing address is required.

Do you want to amend your legal name?

If the individual's name is changing due to marriage, divorce, or legal name change, the full name must be listed. Check jurisdiction specific documents to determine if you must submit documents outside the system for a legal name change.

Any other business activities?

If an individual is engaged in more than one business as a proprietor, partner, officer, director, employee, trustee agent or otherwise they should indicate yes. If individual selects "Yes" completion of the **Other Business** section (see below) will be required.

GA1 Environment - Release 2023.05 - Build 4/13/2023 12:05:26 PM

Logged in as SmithSB3 Logout nmls@nmls.org (edit) [Maintenance Center](#)

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[Alerts and Submit](#)

Identifying Information

Steven Brad Smith (123456) MU4 filing created 4/20/2023 by SmithSB333. Total Charges: \$0.00

Provide the information requested below. The Government Issued Identification and/or Passport information is not required in all instances. Review the [state licensing requirements](#) to determine if this information is required by your regulator.

Identifying Information:

Full Name: Steven Brad Smith

Gender: ☐ Female ☒ Male ☐ Not Listed

State of Birth: [Mayhew](#)

Country / Province of Birth: [United States](#)

US Citizen: ☒ Yes ☐ No

State of Government Issued Identification: [Florida](#)

Government Issued Identification Number: XXX999 [View PDF](#) (letters, numbers, spaces and dashes only)

Passport Issuing Country: [United States](#)

Passport Number: XXX999 [View PDF](#) (letters, numbers, spaces and dashes only)

Contact Information:

Business Phone: [391-555-1000](#) [999-999-9999](#)

Extension: [00000](#)

Home Phone: [391-555-2000](#) [999-999-9999-9999](#)

Cell Phone: [391-555-3000](#) [999-999-9999-9999](#)

Fax Line: [391-555-3000](#) [999-999-9999](#)

Work Email Address (for regulatory contact): [brad.smith@nmls.org](#)

Mailing Address:

Mailing Address: [123 Main St](#)

City: [Anytown](#)

State: [Mayhew](#)

Country / Province: [United States](#)

Postal Code: [00000](#)

Do you want to change your Full Name in NMLS?

If yes, check here: ☐

First Name: [First Name](#)

Full Middle Name: [Full Middle Name](#)

Last Name: [Last Name](#)

Suffix: [Suffix](#)

Any other business activities?

Are you currently engaged in any other business as a proprietor, partner, officer, director, employee, trustee, agent, or otherwise? ☐ Yes ☒ No

[Save](#)

[Previous](#) [Next](#)

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For additional information, please visit the [NMLS Regulatory Center](#). For help with navigation please contact the NMLS Call Center at 1-800-768-7100.

OTHER NAMES

Individuals are required to provide any names other than their legal name used since the age of 18. Examples include nicknames, aliases, initials, names used on business cards or advertisements, and names used before or after marriage. Make sure that all names used in business practices are included such as those listed on business cards.

The information provided in this section is used to enhance the searchable data available on NMLS Consumer Access, as well as to verify information on credit reports, criminal background checks and for general compliance purposes.

The screenshot shows the NMLS 'Other Names' form for a user named Tobey Tabor. The form is titled 'Other Names' and includes a header bar with navigation links: FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. Below the header, there is a breadcrumb trail: Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships. The user is logged in as RyanT. The form itself has a title bar that reads 'Tobey Tabor (14909) MU2 filing created 6/5/2012 by RyanT.' and a 'Total Charges: \$2,000.00' indicator. The main content area prompts the user to 'Enter your other name below and click Save.' and provides four input fields: First Name, Middle Name, Last Name, and Suffix. At the bottom of the form are 'Save' and 'Cancel' buttons. A footer note states: '©2012 CFP® / All Rights Reserved | CFP® is a trademark of the CFP® Institute. Privacy | Terms of Use | Request PDF Form | For additional information, please visit the NMLS Privacy Policy | For help with navigation please contact NMLS Call Center at 847-399-4444.'

RESIDENTIAL HISTORY

Applicants or licensees must list all addresses where they have resided during the past 10 years. No gaps are allowed. NMLS requires a minimum 10-year history but does not require more than that.

Only the month and year are necessary to be provided in this section.



The address at age 18 can be used for any period before that date to reach a 10- year residential history.

NMLS Resource Center

[FILING](#) [PROFESSIONAL REQUIREMENTS](#) [TASKS](#) [COMPOSITE VIEW](#) [RENEWALS](#) [ADMIN](#) [REPORTS](#) [HOME](#)

[Company \(MU1\)](#) | [Branch \(MU3\)](#) | [Individual](#) | [Financial Statements](#) | [MCR](#) | [Access](#) | [Relationships](#) Logged in as RyanT | [Logout](#)

You are currently: [State](#)

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Residential History

Tobey Tabor (14909) MU2 filing created 6/5/2012 by RyanT. Total Charges: \$2,000.00

Enter your residential address in the fields below. You can enter a mailing address on the Identifying Information screen. If your mailing address has changed, please return to the [Identifying Information](#) section to make the appropriate updates.

From:
(MM/YYYY)

To: Do not enter a To date if this is your current address.
(MM/YYYY)

☐ Check here if this is your current address.

Address:

City:

State:

Country / Province:

Postal Code:

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SERVICEMEMBER OR VETERAN (Optional Field)

Terminology Used for this Field

Active Duty

The term active duty means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.¹

Armed Forces

The term armed forces means the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.²

Servicemember

The term servicemember means a member of the uniformed services, as that term is defined in *Section 101 (a)(5) of Title 10* (Title 10 of the USC governs the military).³

Uniformed Services

The term uniformed services means —

(A) the armed forces;

(B) the commissioned corps of the National Oceanic and Atmospheric Administration; and

(C) the commissioned corps of the Public Health Service.⁴

¹ 10 USC 101(d)(1)

² 10 USC 101 (a)(4)

³ 50 USC 3911(1)

⁴ 50 USC 3911(5)

This field is optional and is provided in connection with the “Portability of Professional Licenses of Servicemembers and their Spouses” amendment to the Servicemembers Civil Relief Act (SCRA)⁵ and is provided to aid regulators in the implementation of the federal law.

If applicable, individuals will be able to identify themselves as one of the following:

Active Duty Servicemember

Spouse of Active Duty Servicemember

Veteran

⁵ 50 USC 50

Documents required as proof of an individual's military service and/transfer orders must be uploaded as Servicemember documentation.

Note: Many states have implemented statutes or regulations to meet the requirements of the SCRA. Some states have additional licensing requirements for current or former military members. Individuals should consult state licensing requirements checklists or with their state regulator.

EMPLOYMENT HISTORY

An individual must provide a complete employment history for the past 10 years. Provide the full legal name of the company, beginning with the current employer. For the purposes of this history, include both 1099 independent contractor assignments as well as W-2 status employment. The actual physical location the individual works from should be listed in the address field.

The work location stated in one's NMLS record should remain a licensed or registered location. However, an individual working remote under executive order, state guidance, laws, regulations or any other pronouncement that has the effect of law, need not change their work location.

If you change your work location address for your current employer, update the address to that of the new location on the current employer entry.


The current employment should reflect the company where the individual receives their compensation. Additional information on positions of authority the individual may hold with other companies owned by the parent company of an organization should be disclosed in the Other Business section of the Individual Form (MU2). If the name or address of your current employer changes, update these fields accordingly. This process is not applicable to name or address changes that are the result of a merger, acquisition or other corporate structure change.



No gaps in employment may be present. Part-time employment should be included where the employment time is needed for the applicant to meet the required years of experience. Indicate “part time” or “PT” in the “position held” field (e.g. PT school teacher).

Time unemployed should be stated as such, for example “unemployed, homemaker, etc.”. This is needed to verify required experience as well as to complete background checks in some states. All periods of unemployment must be accounted for.

Time as a student should be stated as such. For example, use “student” and list the school address in the address field.



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Logged in as RyanT | [Logout](#)

You are currently:

State:

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Employment Record

Tobey Tabor (14909) MU2 filing created 5/5/2012 by RyanT.

Total Charges: \$2,000.00

Provide your employment information below. The 'To' field should be left blank if you are entering your current employer.

Employer (company name):
 From:
 (MM/YYYY)
 ☐ Check here if this is your current employer.
 To:
 (MM/YYYY)
 Do not enter a To date if this is your current employer.
 Position Held:
 (no abbreviations)
 Address:
 City:
 State:
 Country / Province:
 Postal Code:
 Is the employment financial services-related?
 Yes No
 Save Cancel

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For additional information, please visit the [BASIC Product Center](#) | For help with registration please contact the NMLS Call Center at 240.396.4444.

OTHER BUSINESS

If the individual indicated that they are engaged in “Other Business Activities” on the **Identifying Information** screen, they are required to provide information about that business. The name of the business, whether it is financial services related along with the business address is required. The nature of the business, position, title or relationship with business along with the start date, hours per month and description of duties are optional.

Consult state licensing requirements to verify what information is required to be submitted through NMLS.

DISCLOSURE QUESTIONS

Applicants and licensees should refer carefully to the **Glossary - Explanation of Terms** section of the instructions when answering these questions. State regulators require licensees and applicants to explain events that must be disclosed through a “Yes” response to any of the existing *Disclosure Questions*.

All Disclosure Questions must be answered. Any “Yes” response requires an explanation to be provided in the **Disclosure Explanations** section. A single PDF file can be uploaded with any applicable documentation. The regulator will be able to review the explanation and documentation.

Individuals are required to update their Disclosure Questions when circumstances change in accordance with state law or within 30 days, whichever is shorter. This includes answers that are changed from “Yes” to “No”. A change in response requires an update to the Disclosure Explanation section.

Foreclosure

For purposes of individual disclosure questions, any foreclosure action that has at least been initiated, whether or not the action is considered final, must be disclosed to your state regulators through NMLS.

Regulatory and Civil Judicial

Individuals must respond affirmatively to certain disclosure questions if they relate to activities that occurred while that individual exercised control over the organization. Individuals exercising control over companies who in the normal course of business face multiple regulatory or civil actions must respond affirmatively to the appropriate questions. An explanation stating this fact is required and further details related to specific actions may be required, including supporting documentation. Please consult state licensing requirements to verify what information is required to be submitted through NMLS.

Difference between K4 and K9

K(4) is asking if an order was issued against the individual that involved a financial service-related activity, regardless of whether a license or registration was held or required.

K(9) is asking if an order was entered specifically regarding a license or registration or the requirement to be licensed or registered.

"Order" is a written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; it does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an order. Orders include temporary and permanent Cease and Desist Orders.

Not all denials of a license are the result of an order. This may vary state to state.

Criminal

Disclosure of a sealed or expunged conviction or item is not required if relevant state law or a court order does not require or prohibits disclosure.

Disclosure of a felony or misdemeanor case disposed of in juvenile court is not required if relevant state law or a court order does not require or prohibits disclosure.

You are currently:

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- [Identifying Information](#)
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Company (MU1) |
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Disclosure Questions

Tobey Tabor (14909) MU2 filing created 6/5/2012 by RyanT.
Total Charges: \$2,000.00

Answer each disclosure question below. If the answer to any question is "Yes," you must provide complete details of all events or proceedings in the [Disclosure Explanation](#) section. Remember to file updates to these disclosures as needed.

Financial Disclosure

(A)

(1) Have you filed a personal bankruptcy petition or been the subject of an involuntary bankruptcy petition within the past 10 years? ☐ Yes ☒ No

(2) Based upon events that occurred while you exercised control over an organization, has any organization filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition within the past 10 years? ☐ Yes ☒ No

(3) Have you been the subject of a foreclosure action within the past 10 years? ☐ Yes ☒ No

(B) Has a bonding company ever denied, paid out on, or revoked a bond for any organization? ☐ Yes ☒ No

(C) Based upon activities that occurred while you exercised control over an organization, has any bonding company ever denied, paid out on, or revoked a bond for any organization? ☐ Yes ☒ No

(D) Do you have any unsatisfied judgments or liens against you? ☐ Yes ☒ No

(E) Are you delinquent on any court ordered child support payments? ☐ Yes ☒ No

Criminal Disclosure

(F)

(1) Have you ever been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony? ☐ Yes ☒ No

(2) Are there pending charges against you for any felony? ☐ Yes ☒ No

(G) Based upon activities that occurred while you exercised control over an organization:

(1) Has any organization ever been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony? ☐ Yes ☒ No

(2) Are there pending charges against any organization for any felony? ☐ Yes ☒ No

(H)

(1) Have you ever been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to committing or conspiring to commit a misdemeanor involving: (i) financial services or a financial services-related business, (ii) fraud, (iii) false statements or omissions, (iv) theft or wrongful taking of property, (v) bribery, (vi) perjury, (vii) forgery, (viii) counterfeiting, or (ix) extortion? ☐ Yes ☒ No

(2) Are there pending charges against you for a misdemeanor specified in (H)(1)? ☐ Yes ☒ No

(I) Based upon activities that occurred while you exercised control over an organization:

(1) Has any organization ever been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any misdemeanor specified in (H)(1)? ☐ Yes ☒ No

(2) Are there pending charges against any organization for any misdemeanor specified in (H)(1)? ☐ Yes ☒ No

Civil/Judicial Disclosure

(J) (1) Has any domestic or foreign court ever:

(a) enjoined you in connection with any financial services-related activity? ☐ Yes ☒ No

(b) found that you were involved in a violation of any financial services-related statute(s) or regulation(s)? ☐ Yes ☒ No

(c) dismissed, pursuant to a settlement agreement, a financial services-related civil action brought against you by a State, federal, or foreign financial regulatory authority? ☐ Yes ☒ No

(2) Is there a pending financial services-related civil action in which you are named for any alleged violation described in (J)(1)? ☐ Yes ☒ No

(3) Based upon activities that occurred while you exercised control over an organization, is there a pending financial services-related civil action in which any organization is named for any alleged violation described in (J)(1)? ☐ Yes ☒ No

Regulatory Action

(K) Has any State or federal regulatory agency or foreign financial regulatory authority or self-regulatory organization (SRO) ever:

(1) found you to have made a false statement or omission or been dishonest, unfair or unethical? ☐ Yes ☒ No

(2) found you to have been involved in a violation of a financial services-related business regulation(s) or statute(s)? ☐ Yes ☒ No

(3) found you to have been a cause of a financial services-related business having its authorization to do business denied, suspended, revoked or restricted? ☐ Yes ☒ No

(4) entered an order against you in connection with a financial services-related activity? ☐ Yes ☒ No

(5) revoked your registration or license? ☐ Yes ☒ No

(6) denied or suspended your registration or license or application for licensure, disciplined you, or otherwise by order, prevented you from associating with a financial services-related business or restricted your activities? ☐ Yes ☒ No

(7) barred you from association with an entity regulated by such commissions, authority, agency, or officer, or from engaging in a financial services-related business? ☐ Yes ☒ No

(8) issued a final order against you based on violations of any law or regulations that prohibit fraudulent, manipulative, or deceptive conduct? ☐ Yes ☒ No

(9) entered an order concerning you in connection with any license or registration? ☐ Yes ☒ No

(L) Have you ever had an authorization to act as an attorney, accountant, or State or federal contractor that was revoked or suspended? ☐ Yes ☒ No

(M) Based upon activities that occurred while you exercised control over an organization, has any State or federal regulatory agency or foreign financial regulatory authority or self-regulatory organization (SRO) ever taken any of the actions listed in (K) through (L) above against any organization? ☐ Yes ☒ No

(N) Is there a pending regulatory action proceeding against you for any alleged violation described in (K) through (L)? ☐ Yes ☒ No

(O) Based upon activities that occurred while you exercised control over an organization, is there a pending regulatory action proceeding against any organization for any alleged violation described in (K) through (L)? ☐ Yes ☒ No

Consumer Arbitration/Civil Litigation Disclosure

(P) Have you ever been named as a respondent defendant in a financial services-related consumer initiated arbitration or civil litigation which:

(1) is still pending? ☐ Yes ☒ No

(2) resulted in an arbitration award or civil judgment against you, regardless of amount, or that required corrective action? ☐ Yes ☒ No

(3) was settled for any amount? ☐ Yes ☒ No

Termination Disclosure

(Q) Have you ever voluntarily resigned, been discharged, or permitted to resign after allegations were made that accused you of:

(1) violating statute(s), regulation(s), rule(s), or industry standards of conduct? ☐ Yes ☒ No

(2) fraud, dishonesty, theft, or the wrongful taking of property? ☐ Yes ☒ No

NMLS or SRR Testing Rules of Conduct Disclosure

(R)

(1) Have you ever been found to have violated any Rule of Conduct for Test takers of the SAFE MLO Test or found to have violated the NMLS Industry Terms of Use as it pertains to enrolling, scheduling or taking the SAFE MLO Test? ☐ Yes ☒ No

(2) Have you been notified that you are the subject of an investigation by the Mortgage Testing and Education Board (MTBE) or State Regulatory Registry LLC (SRR) regarding an alleged violation of the Rules of Conduct for test takers of the SAFE MLO Test or the NMLS Industry Terms of Use as it pertains to enrolling, scheduling or taking the SAFE MLO Test? ☐ Yes ☒ No

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Next >

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 For additional information please visit the [NMLS Resource Center](#). For help with disclosures please contact the NMLS Call Center at 800-368-4444.

DISCLOSURE EXPLANATIONS

Individuals are required to update their Disclosure Explanations when circumstances change in accordance with state law or within 30 days, whichever is shorter. This includes adding a new explanation for each new event, even if the disclosure question response hasn't changed.

Consult the [disclosure explanation reference guide](#) for additional information.

Some states may require companies to provide an explanation and/or supporting documentation for previous “yes” responses. Consult state specific licensing requirements for this information.

CRIMINAL BACKGROUND CHECK (CBC)

As determined by each state agency, certain Control Persons, Direct Owners, Indirect Owners, Executive Officers, Branch Managers, and Qualifying Individuals are required to submit a Criminal Background Check (CBC) through NMLS. The requirement to submit a CBC through NMLS varies by license types, position held, and agency. Please review the MU2 NMLS CBC Requirements Chart to determine individuals reported on the MU2 Form that are required to submit a CBC through NMLS.

NMLS can use existing fingerprints already on file in NMLS that are less than three years old to process a new Criminal Background Check (CBC) request. If fingerprints on file are older than three years, the individual must be newly fingerprinted.

If NMLS does not have existing prints on file or the prints on file are older than three years, individuals must schedule their fingerprinting appointment through the NMLS fingerprint vendor within 180 days of submitting the Individual (MU2) Form / CBC request. If new fingerprints are not submitted within 180 days, the background check window expires, and the individual must authorize and pay for a new CBC.

CBC results are only viewable to the authorized state regulators and are not viewable to the individual or posted on NMLS Consumer Access. Failure to select the state you are authorizing to view the CBC before requesting the CBC will result in having to request and pay for another CBC.

A state may require submission of fingerprints through an alternative process for a state background check. View the [state licensing checklist](#) to determine specific requirements and process instructions for MU2 individual criminal background checks.

All international requests for packets shall be sent in a traceable manner (e.g. overnight delivery) to the applicant's international address which may be the applicant's current residential address, (mailing or physical), or the applicant's current employer address. The applicant shall provide a mailing label to facilitate the transmission of the packet.

Demographic Information

The following demographic information is required by the FBI:

Eye Color

Hair Color

Race

Height (Feet and inches)

Weight

DOCUMENT UPLOADS

The Document Uploads section allows individuals to upload and submit PDF documents to regulators. The [Document Upload Descriptions & Examples](#) guide details the types of documents that can be uploaded in connection with an individual record. Only documents that are available for selection can be provided through NMLS; all other documentation required by a state regulator must be submitted outside NMLS. For more information, refer to state licensing requirements checklists.

Only the applicable document for the Document Type selected can be uploaded in NMLS (e.g., when selecting to upload a business plan, only a business plan document related to the company should be provided).

Deletion of Uploaded Documentation

NMLS stores all documents that have been uploaded on the record. If you need to delete or replace a document for any reason, you can do so; however, the system maintains previously uploaded documents in a document type historical section on the composite view page.

The document types that can be uploaded in connection with an individual filing are determined by each state agency. Not all licenses may require or permit all the documents listed below to be uploaded.

MU2 Individual Filing (Ability to Upload Determined by Agency)

- Credit Report Explanations
- Legal Name / Status Documentation
- Memorandum of Tax Certification
- Personal Financial Statement
- State Background Check Authorization
- Verification of Experience

Document Uploads

Use this section to add, amend, or delete documents relevant to your license(s). You can also undo document amendments that have not been submitted.

Helpful Tips: Review the [state licensing checklist\(s\)](#) for your relevant license(s) to determine document upload requirements. Refer to the [Document Descriptions and Examples Guide](#) for guidance on documents that can be uploaded in NMLS and document access restrictions.

Click [Add](#) to upload a new document.

[Expand all](#) | [Collapse all](#)

Credit Report Explanations (1)						
Available Actions	File Name	State	Status	Updated Date	Uploaded By	Comment
Delete Amend Add	Credit Report Explanations - O'Brien, October 2017.pdf	N/A	New	11/8/2017 9:51:03 AM	OBrienL	Explanation of lower credit score.

Memorandum of Tax Certification (1)						
Available Actions	File Name	State	Status	Updated Date	Uploaded By	Comment
Delete Amend Add	MA - Memorandum to Tax Certification.pdf	Massachusetts	New	11/8/2017 9:57:21 AM	OBrienL	Tax certification for loan origination.

[Add](#)

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CREDIT REPORT REQUEST

Individuals should consult the state licensing requirements to determine if they should request a credit report through NMLS. The system allows an applicant to grant access to an existing credit report, if done so within 30 days of the original credit report retrieval.

The system requires that anyone requesting a credit report be at least 18 years old and have a social security number.

Foreign nationals or individuals who do not reside in the United States should refer to the State Agency checklist for instructions on how to meet this requirement

The screenshot shows the NMLS Credit Report Request form for Tobey Tabor (14909) MU2 filing created 6/5/2012 by RyanT. The form is titled "Credit Report Request" and includes a "Total Charges: \$2,000.00" label. It contains instructions for selecting a checkbox to request a credit report, with options for pending or active license registration. An important notice states that a security freeze on a TransUnion credit report must be lifted prior to submitting a filing with a credit report request. The form has a "Save" button and "Previous" and "Next" navigation links. The NMLS logo is in the top left corner, and the user is logged in as RyanT.

Credit Report Request

Tobey Tabor (14909) MU2 filing created 6/5/2012 by RyanT.

Select the checkbox below to request a credit report. If a credit report was generated less than 30 days ago, you may choose to use the recent credit report.

By requesting a credit report in connection with this filing you agree and instruct us to provide access to the credit report to each state regulator you:

- i. Have a pending or active license registration with
- ii. Are requesting a license registration from in connection with this filing

In addition, if you are an MU2 Individual, you agree and instruct us to provide access to the credit report to each state regulator that any company associated with you through NMLS:

- i. Has a pending or active license registration with
- ii. Is requesting a license registration from in connection with this filing

☐ Request a new credit report.

IMPORTANT NOTICE: If you have a security freeze on your TransUnion credit report, it must be lifted prior to submitting a filing with a credit report request. No refunds will be offered if you attempt to submit a credit report with a freeze. [Information regarding temporarily lifting the security freeze](#) can be found on the NMLS Resource Center.

[Save](#)

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ATTEST AND SUBMIT

The individual must attest to the MU2 form before the company can then submit the Company (MU1) filing. All completeness checks must pass before the individual can attest.

The screenshot shows the NMLS 'Attest and Submit' page for a user named Tobey Tabor (14909) who created a MU4 filing on 4/30/2012. The page includes a sidebar with navigation links, a top navigation bar, and a main content area with a list of warnings, a completeness check status, a fee table, and an attestation form.

Warnings:

- Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.
- SAFE Pre-Licensure Education requirements have not been met. For information regarding pre-licensure education requirements, click here.
- One or more SAFE required test components have not been successfully completed. For information regarding testing requirements, including the MLO Testing Handbook, click here.
- This filing was created more than 60 days ago. Please review the information and ensure that it is accurate before you submit.

All completeness checks are clear. You can attest to the filing below for submission.

Subject	Fee Type	Amount
Total Charges		\$0.00

I **Tobey Tabor (14909)** (Applicant) on this date **Friday, July 20, 2012** swear (or affirm) that I executed this application on my own behalf, and agree to and represent the following:

- (1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true, accurate and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law;
- (2) To the extent any information previously submitted is not amended and hereby, such information remains accurate and complete;
- (3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into my background, in accordance with all laws and regulations;
- (4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and
- (5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which I am applying.

If an Applicant has made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.

☐ I verify that I am the named person above and agree to the language as stated.

Submit Filing

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Chapter IV - NMLS BRANCH FORM (MU3)

A. General Instructions

Filing – The Branch Form (MU3) is the branch office information tied to a company's record. The Branch Forms may only be submitted after a company submits a Company Form (MU1). Applicant and licensees are not considered authorized to conduct licensed activities from branch locations in a participating state unless they have an approved license tied to the Branch Form. Only one Branch Form is allowed to be filed per physical location. Regulators and SRR will periodically monitor compliance with this requirement.

Dates – In NMLS, there is no distinction between the filing date and the effective date. The filing date is the date the filing submission is made in the system to one or more regulators. The change is made to the licensee's record in NMLS instantly. Thus, the effective date and the filing date are the same.

Terms Used – For uniformity, terms used throughout the Branch Form (MU3) are defined in the glossary.

B. Main in-state branch location

NMLS functionality treats all branch locations within a state equally. Given that the Company (MU1) Form's Main Address will be the company's corporate headquarters location, if a regulator wishes an applicant or licensee to identify a "main" in-state location, the regulator should create two different license types for Branch (MU3) Form filings- one signifying the "main" in-state location and a second for one or more other in-state locations.

C. Consumer Access

The following information will be available and viewable in NMLS Consumer Access:

- NMLS Unique ID
- Entity Name
- License # by Jurisdiction
- License status by Jurisdiction
- Branch Address (City, State, Zip)
- Branch Phone, Fax,
- Other and Prior Trade Names
- Web Address
- Branch Manager Name
- Branch's Authorization to conduct business

CREATE A BRANCH (MU3) FILING

The address information listed here must be for the Branch location.

This information should not match the information contained in any other Branch Form for the company. Only one Branch Form is allowed per physical address. Companies must not create more than one Branch Form per address. Regulators and SRR will periodically monitor compliance with this requirement.

A branch's authorization to conduct business will be reflected in NMLS Consumer Access.

The screenshot shows the NMLS web interface for creating a new MU3 filing. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. A breadcrumb trail indicates the current path: Company (MU1) > Branch (MU3) > Individual > Financial Statements > MCR > Access > Relationships. The user is logged in as RyanT. The left sidebar shows the user's current location (State) and links to Branch Filings and Historical Filings. The main content area is titled 'Create an MU3 Filing' and contains a form with the following fields: Street Address 1, Street Address 2, City, State (dropdown), Country (dropdown), Postal Code, and Phone (with a 000-000-0000x0000 placeholder). A 'Create' button is at the bottom right of the form. At the bottom of the page, there is a small copyright notice for 2015 CFPB and a link to the NMLS Privacy Policy.

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BUSINESS ACTIVITIES

Applicants and licensees should indicate all business activities the branch engages in, regardless of whether those activities are undertaken in a state in which they are applying for a license or whether the state manages certain license types in NMLS. The selected business activities in this section will allow the system to provide you with a list of licenses for which you may apply. Applicants can “copy” the business activities from the company (MU1) form to the branch (MU3) form. See [business activities definitions](#) for a description of each activity available.

Companies filing a branch form must ensure the activities listed on the branch form are also accurately reflected in the company’s filing.

REQUEST A LICENSE

Request/Transition License(s)

General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by RyanT.

Total Charges: \$0.00

Below are branch licenses/registrations available for request or transition based on the business activities and states identified in the Business Activities section. If your branch currently holds any of the licenses/registrations being requested and is transitioning the license(s)/registration(s) onto NMLS, enter the license or registration number(s), exactly as provided to you by your regulator, in the space provided. FAILURE TO DO SO MAY RESULT IN YOUR COMPANY BEING CHARGED NEW APPLICATION FEES.

If you do not see the license/registration you are seeking to transition or apply for below, confirm the license/registration is being managed by your regulator in NMLS and there is not a license/transition request for the license/registration pending with this filing. In addition, you may return to the Business Activities section and make the appropriate adjustments so the section reflects all business activities conducted by your branch by state.

Please select the license(s) and/or registration(s) you wish to transition or new license/registration application(s) you wish to submit and click **Next**.

[Expand all](#) | [Collapse all](#)

Existing License Number (for Transitions only)	Regulator
<input type="checkbox"/> Consumer Credit License	Alabama
<input type="checkbox"/> Mortgage Brokers License	Alabama

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The Request/Transition License(s) screen identifies the license/registration types available based on the business activities and states selected on the Business Activities screen. The system does not allow applicants or licensees to apply for or maintain two of the same license types in any one state.

LICENSE/REGISTRATION INFORMATION IDENTIFYING INFORMATION

Identifying Information

General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by RyanT. Total Charges: \$0.00

Main address (Do not use a PO Box):

Number & Street:
 City:
 State:
 Country / Province:
 Postal Code:

Mailing address:

Main Address

PO Box or Number & Street:
 City:
 State:
 Country / Province:
 Postal Code:

Business phone, fax and email address:

Business Phone: 800-888-8888
 Fax Line: 800-888-8888
 Email Address:

NMLS is a registered trademark of the National Automated Clearing House Association (NACHA). For additional information, please visit the [NMLS Website](#). For help with navigating please contact NMLS Customer Support at 1-800-368-4444.

Physical address (Do not use a PO Box)

A physical address is required. Ensure your company does not have an existing Branch Form (MU3) for this address.

Mailing address, if different from main address

Licenses who use a drop box or have another place they receive mail for the branch can indicate a mailing address different from their physical address.

Business phone, fax and email address

Provide the Business phone, fax, and email address of the branch. The fax and email are optional and should reflect information specific to the branch.

OTHER TRADE NAMES

Other Trade Names

General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by RyanT.

Provide your other trade name below, including industry type(s) and state(s) where the name is used to conduct business.

Name:

Industry Type(s): ☐ Mortgage ☐ Debt ☐ Consumer Finance ☐ Money Services

State(s): [select all](#) [deselect all](#)

<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Texas
<input type="checkbox"/> California	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Mexico	<input type="checkbox"/> US Virgin Islands
<input type="checkbox"/> Colorado	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New York	<input type="checkbox"/> Utah
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maine	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input type="checkbox"/> Maryland	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Virginia
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Ohio	<input type="checkbox"/> Washington
<input type="checkbox"/> Florida	<input type="checkbox"/> Michigan	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Georgia	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Guam	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Missouri	<input type="checkbox"/> Puerto Rico	
<input type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Rhode Island	

Total Charges: \$0.00

NMLS is a trademark of the NMLS System. For additional information, please visit the NMLS Website. For help with this application, please contact the NMLS Call Center at 1-800-368-4444.

Name

Other Trade Names must be completed for all the other names the company will be using at this branch location. These include business names, fictitious names, DBAs, etc. NMLS allows an unlimited number of Other Trade Names and requires licensees to indicate to which state the Other Trade Name applies.

If a state restricts usage, these will be detailed in the state licensing requirements.

Applicants and licensees must include **ALL Other Trade Names** identified on a Branch Form on the Company Form.

BRANCH MANAGER

The screenshot shows the NMLS Branch Manager Information form. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as RyanT. The left sidebar lists various menu items, with 'Branch Managers' highlighted. The main content area is titled 'Branch Manager Information' and shows details for 'General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by RyanT.'. It includes a 'Total Charges: \$0.00' field and a message stating that a record has been established for this branch manager and that the branch manager's individual record (Form MU2) must be completed prior to submission. The form also displays the Entity ID (14909), Name (Tabor, Tobey), and Industry Type(s) with checkboxes for Mortgage, Debt, Consumer Finance, and Money Services. At the bottom, there are 'Save' and 'Cancel' buttons.

NMLS requires the identification of a Branch Manager. The Branch Manager must have a completed Individual Form (MU2) filed at the same time as the Branch Form (MU3). The Branch Manager must meet the requirements of the states for which the branch is requesting licensure. There can only be one Branch Manager for each Industry Type and State combination.

Individuals listed as a Branch Manager on the Branch (MU3) Form must have an individual NMLS account and will be required to complete an Individual (MU2) Form. One or more Branch Managers may be required depending on the licenses held by the Branch.

A branch license can be surrendered without a Branch Manager associated with the Branch. If a Branch Manager has, in anticipation of branch closure for instance, severed their relationship with the licensee, the licensee may surrender all licenses associated to that branch manager. Any license the licensee wishes to retain must have a branch manager associated before the Branch (MU3) Form can be submitted to surrender a license or make any other updates. When a branch surrenders their last license the Branch Manager is automatically disassociated with the Branch.

WEB ADDRESSES

A web address is optional in NMLS. If a web address is provided, applicants must indicate if the company is accepting applications or transacting business through the website. Applicants or licensees should include any corporate websites, including all websites through which they solicit customers.

The screenshot shows the NMLS Web Addresses form for General Mortgage Co., Washington, DC Branch (38998). The form is titled "Web Addresses" and includes a header with the NMLS logo and navigation links. The left sidebar lists various sections, with "Web Addresses" highlighted. The main content area contains a text field for "Website Address:", a question "Is your company accepting applications or transacting business through this website?" with "Yes" and "No" radio buttons, and "Save" and "Cancel" buttons. The total charge is displayed as \$0.00. The footer contains a disclaimer about the NMLS system and its use.

BOOKS AND RECORDS INFORMATION

Company, First Name, Last Name, Business Address

Applicants and licensees must list the company name and address of the location where books and records are stored. Licensee must also list the name of the individual at this location that should be contacted with inquiries about or to gain access to the storage location. A company can repeat the *Main Address* here. This is likely to be the case if the company is small or a sole proprietorship.

Multiple contacts for record retention are allowed. If multiple contacts are provided, the applicant or licensee must specify contact by state.

Applicants and licensees can use the comments field to specify the types of records being retained at that location.

Books and Records Information

General Mortgage Co., Washington, DC Branch (39988) MU3 filing created 6/27/2012 by RyanT. Total Charges: \$0.00

Provide the information requested below for the records custodian maintaining records for this branch. Provide the name of the individual who should be contacted with inquiries or to gain access to the storage location. If multiple custodians maintain records for this branch, use the **Comments** field to indicate the types of records this custodian maintains.

Company:
First Name:
Last Name:
Business Address:
(Do not provide PO Box)
City:
State:
Country / Province:
Postal Code:
Business Phone: 999-999-9999
Fax Line: 999-999-9999
Email Address:

Industry Type(s): ☐ Mortgage ☐ Debt
☐ Consumer Finance ☐ Money Services

State(s): ☐ Alabama ☐ Illinois ☐ Nebraska ☐ South Carolina
☐ Alaska ☐ Indiana ☐ Nevada ☐ South Dakota
☐ Arizona ☐ Iowa ☐ New Hampshire ☐ Tennessee
☐ Arkansas ☐ Kansas ☐ New Jersey ☐ Texas
☐ California ☐ Kentucky ☐ New Mexico ☐ US Virgin Islands
☐ Colorado ☐ Louisiana ☐ New York ☐ Utah
☐ Connecticut ☐ Maine ☐ North Carolina ☐ Vermont
☐ Delaware ☐ Maryland ☐ North Dakota ☐ Virginia
☐ District of Columbia ☐ Massachusetts ☐ Ohio ☐ Washington
☐ Florida ☐ Michigan ☐ Oklahoma ☐ West Virginia
☐ Georgia ☐ Minnesota ☐ Oregon ☐ Wisconsin
☐ Guam ☐ Mississippi ☐ Pennsylvania ☐ Wyoming
☐ Hawaii ☐ Missouri ☐ Puerto Rico
☐ Idaho ☐ Montana ☐ Rhode Island

Comments:
(Please limit your text entry to 512 characters.)

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OPERATION INFORMATION

Consult state licensing requirements if a “Yes” answer to any of these questions requires the submission of items outside the system.

NMLS

Resource Center

FILED | PROFESSIONAL REQUIREMENTS | TASKS | COMPOSITE VIEW | RENEWALS | ADMIN | REPORTS | HOME

Company (MU1) | **Branch (MU2)** | Individual | Financial Statements | MCR | Access | Relationships

You are currently: State: [dropdown]

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records Information
Operation Information
Expense Information
Document Uploads
MU2 Forms
Attest and Submit

Operation Information

General Mortgage Co., Washington, DC Branch (38988) MU2 filing created 6/27/2012 by RyanT.

Total Charges: \$0.00

Will this branch office and/or individuals at this branch office operate pursuant to a written agreement or contract with the main office? ☐ Yes ☐ No

Will this branch office have sole responsibility for decisions relating to individuals participating in financial-related services with respect to employment? ☐ Yes ☐ No

Will this branch office have sole responsibility for decisions relating to individuals participating in financial-related services with respect to compensation? ☐ Yes ☐ No

Other than the entity, does anyone have responsibility for the expenses or have a financial ownership/liability interest in the activities of this branch? ☐ Yes ☐ No

Save

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EXPENSE INFORMATION

Expense Information

General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by RyanT.

Total Charges: \$0.00

Provide the following contact information about the party responsible for expenses or having a financial ownership/liability interest in the activities of this branch. Indicate whether or not the party maintains a financial services-related license. In the **Explanation** provide the relevant details to the party's responsibility or ownership/liability. If no party other than the company is responsible for expenses of this branch, leave this blank.

Full Legal Name:

Business Address:

City:

State:

Country / Province:

Postal Code:

Business Phone: (999-999-9999-9999)

Separately Licensed? ☐ Yes ☐ No

Explanation:

Save Cancel

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For additional information, please visit the [NMLS Product Center](#). | For help with navigating please contact the NMLS Customer Support at 1-800-368-4444.

If you answered “Yes” to the fourth question on the previous screen [**Other than the entity, is anyone responsible for the expenses or have a financial interest in the activities of this branch?**], you must provide information about the entity here.

ADVANCE CHANGE NOTICE (ACN)

NMLS allows state licensees to submit certain changes to their NMLS Record in advance of the desired effective date. This functionality permits state regulators to electronically process future NMLS Record amendments and reduces the forms and filings submitted outside the System.

Companies and branches can provide an effective date for the following changes to their NMLS Record:

Branch (MU3) Form Advance Change Notice (ACN) Events

- Branch Main Address
- Other Trade Names

Additionally, a category exists within the Document Upload section of the Company and Branch Forms allowing supporting documents with proposed changes to be submitted as part of the ACN filing.

Note: All documents uploaded under the Document Type of Advance Change Notice in support of an ACN are considered proposed and should be removed on the effective date of the event. Licensees must upload a final document on the effective date as an applicable Document Type, or mail documentation to the agency for those types not currently accepted within NMLS (e.g. Main Address documentation).

Advance Change Notice Refresh

If an un-submitted Branch Form (MU3) filing exists and an Advance Change Notice (ACN) is processed, the system is programmed to refresh the un-submitted Branch Form (MU3) filing to incorporate the processed ACN(s).

DOCUMENT UPLOADS

The Document Uploads section allows users to upload and submit PDF documents to regulators. The [Document Upload Descriptions & Examples](#) guide details the types of documents that can be uploaded in connection with a branch record. Only documents that are available for selection can be provided through NMLS; all other documentation required by a state regulator must be submitted outside NMLS. For more information, refer to state licensing requirements checklists.

Only the applicable document for the Document Type selected can be uploaded in NMLS (e.g., when selecting to upload a branch written agreement, only a branch written agreement document related to the branch should be provided).

If you have multiple documents for one Document Type for a specific state, they should be combined into one PDF and uploaded as a single document. When uploading a document with a change, include a cover sheet or make note in the comment box describing what change has occurred.

Advance Change Notice Document Type

Documentation submitted in support of an Advance Change Notice is considered proposed. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit as Advance Change Notice). If the submission does not fall under an existing Document Type, documents must be submitted directly to the state agency; see the state Amendment Checklist for the appropriate license for details.

Deletion of Uploaded Documentation

NMLS stores all documents that have been uploaded as part of a record. Documents can be deleted or replaced. However, the system maintains previously uploaded documents in a document type historical section on the composite view page.

The screenshot shows the NMLS Document Uploads interface for a filing titled "Schultz Industries (43997) MU1 filing created 9/15/2015 by SchultzDA." The interface includes a sidebar with navigation options like "Business Activities", "Request License", and "Document Uploads". The main content area provides instructions on how to add, amend, or delete documents. It lists three document types: "AML/BSA Policy (1)", "Business Plan (1)", and "Certificate of Authority/Good Standing Certificate (1)". Each document type has a table showing the available actions (Delete, Amend), file name, state, status, updated date, and comment.

Available Actions	File Name	State	Status	Updated Date	Comment
Delete Amend	Comapnywide AML Policy pdf	N/A	Existing	9/4/2015 12:14:51 PM	Version 10-01-14

Available Actions	File Name	State	Status	Updated Date	Comment
Delete Amend	Business Plan pdf	N/A	Existing	9/4/2015 12:37:55 PM	My business plan is the best!

Available Actions	File Name	State	Status	Updated Date	Comment
Delete Amend	Cert. of Good Standing pdf	California	Existing	9/4/2015 12:39:32 PM	

Branch Filing

- ACN Related Documents
- Additional Requirement(s) (State required)
- Branch Written Agreement
- Designation of Branch Qualified Employee (State required)

HISTORICAL FILINGS

The Historical Filings section under the Filing tab contains copies of previously submitted Branch filings. Company users with appropriate roles can also view a complete list of branch filings in the “Historical Filings” section under the Composite View tab.

To view the changes between two filings, select the checkbox next to two filings and click the Compare button. A new browser window or tab will open with the changes redlined.

Clicking the words “Click to View” under the Sections Changed column displays the Company Branch Form sections that were modified.

MU2 FORM

The system requires an Individual Form (MU2) to be completed for each Branch Manager. See instructions for completing the Individual Form (MU2).

The screenshot displays the NMLS (National Mortgage Licensing System) interface for the MU2 (Individual) form. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as RyanT. The left sidebar shows the navigation menu with options like Business Activities, License/Registration Information, Identifying Information, Other Trade Names, Branch Managers, Web Addresses, Books and Records Information, Operation Information, Expense Information, Document Uploads, and MU2 Forms (highlighted). The main content area is titled "MU2 Forms" and shows details for "General Mortgage Co., Washington, DC Branch (38988)". It indicates that the MU2 filing was created on 6/27/2012 by RyanT. Below this, a message states: "Below is/are the branch manager(s) that has/have been associated with this branch. Each branch manager must have a complete record (Form MU2) in NMLS and attest to this record before you will be able to submit the filing for this branch. If a branch manager has not been identified, go to the Branch Manager page to identify one." A table titled "AVAILABLE ACTIONS" lists three functions: "Complete or amend a branch manager's MU2 form," "Send the branch manager's MU2 form to the branch manager for completion/attestation," and "Recall the MU2 form to make additional changes to or resolve completeness checks on the record after attestation has been requested or completed." A red message at the bottom states: "There are no MU2 Forms for this filing." Navigation buttons for "Previous" and "Next" are visible at the bottom of the main content area.

you are currently: State

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records Information
Operation Information
Expense Information
Document Uploads
▶ **MU2 Forms**
Attest and Submit

Company (MU1) | **Branch (MU3)** | Individual | Financial Statements | MCR | Access | Relationships

Logged in as RyanT | Logout

Resource Center

FILING | PROFESSIONAL REQUIREMENTS | TASKS | COMPOSITE VIEW | RENEWALS | ADMIN | REPORTS | HOME

MU2 Forms

General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by RyanT. Total Charges: \$0.00

Below is/are the branch manager(s) that has/have been associated with this branch. Each branch manager must have a complete record (Form MU2) in NMLS and attest to this record before you will be able to submit the filing for this branch. If a branch manager has not been identified, go to the **Branch Manager** page to identify one.

AVAILABLE ACTIONS	FUNCTION
	Complete or amend a branch manager's MU2 form.
	Send the branch manager's MU2 form to the branch manager for completion/attestation. (The branch manager will need to log into their individual account and complete the form and attest.)
	Recall the MU2 form to make additional changes to or resolve completeness checks on the record after attestation has been requested or completed.

There are no MU2 Forms for this filing.

◀ Previous Next ▶

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ATTEST AND SUBMIT

The **Attest and Submit** button for the MU3 Branch Form will only appear if the Company Form (MU1) passes all completeness checks, including Individual Form (MU2) attestations.

The Attestation must include the name of a natural person after the “I”. The applicant or licensee’s name should appear after the “of”. Branch attestations must be performed by an actual employee of the company.

When clicking the **Attest and Submit** button, applicants and licensees are making a legal attestation to all states in which they are applying for or maintaining a license through NMLS.

After clicking the **Attest and Submit** button, the applicant or licensee is taken to a one-time payment page to make an electronic payment for the filing. Once the payment information has been successfully submitted the filing becomes viewable by the regulator(s). Payments can only be made by Visa or Mastercard or by ACH.

The screenshot shows the NMLS 'Attest and Submit' page for a MU3 Branch filing. The page title is 'Attest and Submit'. The breadcrumb trail is 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships'. The user is logged in as 'RyanN'. The page displays the following information:

- Header:** NMLS logo, 'You are currently: State', and a navigation menu with links: FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, HOME.
- Company Information:** Ryan Mortgage Lending Company, Cherry Blossom, MD Branch (12479) MU3 filing created 7/20/2012 by RyanN.
- Warning:** Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.
- Completeness Check:** All completeness checks are clear. You can attest to the filing below for submission.
- Fee Table:**

Subject	Fee Type	Amount
Total Charges		\$0.00
- Attestation Text:**

I Nick Ryan of Ryan Mortgage Lending Company (8052) (Applicant) on this date Friday, July 20, 2012 swear (or affirm) as follows, that I executed this form on behalf, and with the authority, of said Applicant and said Applicant agrees to and represents the following:

 - (1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law;
 - (2) To the extent any information previously submitted is not amended such information remains accurate and complete;
 - (3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into the background of the applicant, and any related individuals or entities, in accordance with all laws and regulations for purposes of making a determination on the application;
 - (4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and
 - (5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which the applicant is applying.

If the Applicant has knowingly made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.
- Attestation Checkbox:** ☐ I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.
- Attest and Submit Button:** A button labeled 'Attest and Submit' is located at the bottom of the page.
- Footer:** ©2012 SRR | All Rights Reserved | SRR is a trademark of the State Regulatory Registry | Privacy Policy | Download PDF Reader. For additional information, please visit the NMLS Resource Center | For help with navigation please contact the NMLS Call Center at (248) 385-4444.

Chapter V - NMLS INDIVIDUAL LICENSE FORM (MU4)

A. General Instructions

Filing – The Individual License Form (MU4) is the Individual Mortgage License/Registration & Consent form. Applicants or licensees for an individual license/registration may use this form to apply for a license, amend a license, establish a relationship with a company, terminate a relationship with a company, or Surrender/Cancel a license.

Applicants and licensees should consult the jurisdiction-specific instructions for any requirements that must be met in addition to submitting the Individual Form (MU4).

Dates – In the NMLS, there is no distinction between the filing date and the effective date. The filing date is the date the filing submission is made in the system to one or more regulators. The change is made to the licensee's record in the NMLS instantly. Thus, the effective date and the filing date are the same.

B. Consumer Access

The following information will be available and viewable in NMLS Consumer Access:

- NMLS Unique ID
- Name (First, Middle, Last, Suffix)
- Business Phone, Fax
- Indication as to whether the individual is engaged in other business as director, owner, employee, etc.
- Other Names
- Employment History
- License # by Jurisdiction
- License status by Jurisdiction
- Sponsorship for License
- Branch location associated with the individual
- Public State Regulatory Actions

CREATE INDIVIDUAL RECORD

Full legal name (First, Middle, Last), Date of Birth and Social Security Number are required for each Licensee to generate the Unique Identification Number.

Each applicant is responsible for the input of data, creation of a record, or changes to his or her record. Applicants that allow others (including employers) to have access to their records are still responsible for all data changes and any appropriate fines, fees and penalties that may be a result of these changes.

In some circumstances, individuals and entities may request to have data corrected that cannot be self-corrected in the system. Individuals or entities that need to make a data change should contact the NMLS Call Center. Some requests to modify data may have a fee associated with it and may require approval from relevant state agencies before it can be processed. The cost for these changes is based on an hourly rate. All fees will be disclosed and agreed to prior to any change being initiated.

MANAGE LICENSES

Applicants and Licensees should familiarize themselves with the jurisdiction's specific instructions and checklist before completing any MU Forms in NMLS.

These instructions and checklists can be found on the NMLS Resource Center.

INDIVIDUAL INFORMATION

Personal Information

Legal Name

- Full name is required, which must be the person's legal name as stated on their birth certificate, including a middle name even if not used, unless modified by a legal proceeding.
- Individuals need to use their Last, First, Middle names, and suffix ("Jr", "III", etc.) if any. Do not enter a professional or academic suffix.
- If the name has changed, legal documentation of the change is required such as a government issued ID², copy of a marriage certificate, divorce decree, court order, or a certificate of naturalization.
- In the case that the legal name was changed because of marriage, the marriage certificate may be used to prove the following scenarios:
 1. Listing their full legal name as shown on the marriage certificate;
 2. Listing their maiden name shown on the marriage certificate as their middle name; or
 3. Listing their last name as a hyphenated name (e.g., [maiden name]-[married name] or previous surname-married name).
- State of Birth and Country/Province of Birth for the individual must be identified.
- Individuals must identify if they are a US Citizen.
- The Government Issued ID and/or Passport information is not required for all individuals. Please review the state licensing requirements to see if you must submit this information.
- An individual's middle name must be included in the individual's NMLS record, if it is part of their full legal name, even if not on the form of identification provided.
- If a person does not have a middle name, they may be requested to produce a birth certificate or other legal documentation to evidence they have no middle name.

Note: If you want to change your legal name, you can edit the legal name field. If the name is changing due to marriage, divorce, or legal name change, the full name must be listed. You may be required to submit documentation of the name change. Jurisdiction specific documents will specify if you must submit documents outside the system for a legal name change.

²Examples of a government issued ID are a Real ID, driver's license, passport, and/or other Identification documents provided by a state or federal government. Where an individual does not have a REAL ID, additional documentation may be required.

Contact Information

Mailing Address

The individual's home mailing address is required.

Phones and Email Addresses

Business phone, fax, home phone, cell phone, and work email address and primary NMLS notification e-mail address.

The business phone and work email address are required; home phone, cell phone number, and fax number are optional.

OTHER NAMES

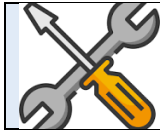
Individuals are required to provide any names other than their legal name used since the age of 18. Examples include nicknames, aliases, initials, names used on business cards or advertisements, and names used before or after marriage. Make sure that all names used in business practices are included such as the name used when signing loan documents.

The information provided in this section is used to enhance the searchable data available on NMLS Consumer Access, as well as to verify information on credit reports, criminal background checks and for general compliance purposes.

RESIDENTIAL HISTORY

Applicants or licensees must list all addresses where they have resided during the past 10 years. No gaps are allowed.

Only the month and year are necessary to be provided in this section.



The address at age 18 can be used for any period before that date to reach a 10-year residential history.

SERVICEMEMBER OR VETERAN (Optional Field)

Terminology Used for this Field

Active Duty

The term active duty means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.¹

Armed Forces

The term armed forces means the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.²

Servicemember

The term servicemember means a member of the uniformed services, as that term is defined in *Section 101 (a)(5) of Title 10* (Title 10 of the USC governs the military).³

Uniformed Services

The term uniformed services means —

(A) the armed forces;

(B) the commissioned corps of the National Oceanic and Atmospheric Administration; and

(C) the commissioned corps of the Public Health Service.⁴

¹ 10 USC 101(d)(1)

² 10 USC 101 (a)(4)

³ 50 USC 3911(1)

⁴ 50 USC 3911(5)

This field is optional and is provided in connection with the “Portability of Professional Licenses of Servicemembers and their Spouses” amendment to the Servicemembers Civil Relief Act (SCRA)⁶ and is provided to aid regulators in the implementation of the federal law.

If applicable, individuals will be able to identify themselves as one of the following:

Active Duty Servicemember

Spouse of Active Duty Servicemember

Veteran

⁶ 50 USC 50

Documents required as proof of an individual's military service and/or transfer orders must be uploaded as Servicemember document

Note: Many states have implemented statutes or regulations to meet the requirements of the SCRA. Some states have additional licensing requirements for current or former military members. Individuals should consult state licensing requirements checklists or with their state regulator.

EMPLOYMENT

Employment History

Provide full employment history for the past 10 years. No gaps should be present. Provide the full legal name of the company, beginning with your current employer. For the purposes of this history, include both 1099 independent contractor assignments as well as W-2 status employment. The actual physical location the licensee works from should be listed in the address field.

The work location stated in one's NMLS record should remain a licensed or registered location, however, an individual working remote under executive order, state guidance, laws, regulations or any other pronouncement that has the effect of law, need not change their work location.

If you change your work location address for your current employer, update the address to that of the new location on the current employer entry.

The current employment should reflect the company where the individual receives their compensation. Additional information on positions of authority the individual may hold with other companies owned by the parent company of an organization should be disclosed in the Other Business section of the Individual Form (MU4). If the name or address of your current employer changes, update these fields accordingly on the current employer entry. This process is not applicable to name or address changes that are the result of a merger, acquisition or other corporate structure change.

No gaps in employment should be present. Part-time employment should be included where the employment time is needed for the applicant to meet the required years of experience. Indicate "part time" or "PT" in the "position held" field (e.g. PT school teacher).

Periods of unemployment should be stated as such. For example, use "unemployed, homemaker, etc.". This is needed to verify required experience as well as to complete background checks in some states. All periods of unemployment must be accounted for.

Time as a student should be stated as such. For example, use "student," and list the school address in the address field.

OTHER BUSINESS

Are you currently engaged in any other business as a proprietor, partner, officer, director, employee, trustee, agent or otherwise?

If an individual is engaged in more than one business, it should be indicated here. If individual selects “Yes” completion of the **Other Business** information will be required.

Additional information on positions of authority an individual may hold with other companies, regardless if it is financial services, must be disclosed in the Other Business section of the Individual (MU4) Form.

If indicating they are engaged in “Other Business Activities” on the **Identifying Information** screen, there is a requirement to provide information about that business. All fields must be completed.

The following information must be submitted:

Business Name and Address

Does this business conduct financial services related activities?

Nature of Business Position, Title or Relationship with business

Start Date

Hours Per month

Duties

DISCLOSURE QUESTIONS

Applicants and licensees should refer carefully to the **Glossary - Explanation of Terms** section of the instructions when answering these questions.

All Disclosure Questions must be answered.

State regulators require licensees and applicants to explain events that must be disclosed through a “Yes” response to any of the existing *Disclosure Questions*. Any “Yes” response requires an explanation.

A single PDF file can be uploaded with any applicable documentation. The regulator will be able to review the explanation and documentation.

A separate explanation should be provided for each event related to a disclosure question. A single PDF to be uploaded to support the explanation. The PDF must contain relevant official documentation pertaining to the explanation (e.g., a finding issued by a state regulatory agency, a court order, civil judgment).

Multiple explanations may be provided if multiple events are related to a single question.

An optional explanation can be provided for a “No” response.

If an individual needs to upload an explanation in connection with a “No” response, they can do so in the Disclosure Explanations section that follows each category of questions (e.g., civil disclosure, criminal disclosure).

Consult the [disclosure explanation reference guide](#) for additional information.

Some states may require companies to provide an explanation and/or supporting documentation for previous “yes” responses. Consult state specific licensing requirements for this information

Individuals are required to update their Disclosure Questions when circumstances change in accordance with state law or within 30 days, whichever is shorter. This includes answers that are changed from “Yes” to “No”. A change in response requires an update to the Disclosure Explanation section.

Foreclosure

For purposes of individual disclosure questions, any foreclosure action that has been initiated, regardless if the action is considered final, must be disclosed.

Regulatory and Civil Judicial

Individuals must respond affirmatively to certain disclosure questions if they relate to activities that occurred while that individual exercised control over the organization.

Individuals exercising control over companies who in the normal course of business face multiple regulatory or civil actions must respond affirmatively to the appropriate questions.

An explanation stating this fact is required and further details related to a specific action(s) may be required, including supporting documentation. Consult state licensing requirements to verify what information is required to be submitted.

Difference between K4 and K9

K(4) is asking if an order was issued against the individual that involved a financial service-related activity, regardless of whether a license or registration was held or required.

K(9) is asking if an order was entered specifically regarding a license or registration or the requirement to be licensed or registered.

"Order" is a written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; it does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an order. Orders include temporary and permanent Cease and Desist Orders.

Not all denials of a license are the result of an order. This may vary state to state.

Criminal

Disclosure of a sealed or expunged conviction or item is not required if relevant state law or a court order does not require or prohibits disclosure.

Disclosure of a felony or misdemeanor case disposed of in juvenile court is not required if relevant state law or a court order does not require or prohibits disclosure.

CRIMINAL BACKGROUND CHECK (CBC)

All new individual (MU4) license applications require completion of this section. Existing licensees should complete this section to comply with state specific requirements.

NMLS can use existing fingerprints already on file in NMLS that are less than three years old to process a new Criminal Background Check (CBC) request. If fingerprints on file are older than three years, the individual must be newly fingerprinted.

If NMLS does not have existing prints on file or the prints on file are more than three years old, individuals must schedule their fingerprinting appointment through the NMLS fingerprint vendor within 180 days of submitting the Individual (MU4) Form / CBC request. If new fingerprints are not submitted within 180 days, the background check window expires, and the individual must authorize and pay for a new CBC.

CBC results are only viewable to the authorized state regulator and are not viewable to the individual or posted on NMLS Consumer Access. Failure to select the state you are authorizing to view the CBC before requesting the CBC will result in having to request and pay for another CBC.

A state may require submission of fingerprints through an alternative process for a state background check.

All international requests for packets shall be sent in a traceable manner (e.g. overnight delivery) to the applicant's international address, which may be the applicant's current residential address, (mailing or physical), or the applicant's current employer address. The applicant shall provide a mailing label to facilitate the transmission of the packet.

Demographic Information

The following demographic information is required by the FBI:

Eye Color
Hair Color
Race
Height (Feet and inches)
Weight

DOCUMENT LIBRARY

Individuals can upload and submit PDF documents to regulators. Documents uploaded will appear in the Document Library. The Document Upload Descriptions & Examples document details the types of documents that can be uploaded in connection with an individual record can be found in the [Document Library](#) section on the Resource Center. Only documents that are available for selection can be provided through NMLS; all other documentation required by a state regulator must be submitted outside NMLS. For more information, refer to state licensing requirements checklists.

Only the applicable document for the Document Type selected can be uploaded in NMLS (e.g., when selecting to upload a business plan, only a business plan document related to the company should be provided).

Historical Filings

The Historical Filings section contains a copy of the Individual (MU4) Form submitted by the individual. A complete listing of all Individual (MU2 and MU4) filings can be accessed in the View Historical Filings section under the Composite View tab.

The individual filing with the most recent *System Processed* date represents an individual's current information.

Users may view a single historical filing or multiple filings in a “compare” redline mode.

Deletion of Uploaded Documentation

NMLS stores all documents that have been uploaded as part of the record. Documents can be deleted or replaced. However, the system maintains previously uploaded documents in a document type historical section on the composite view page.

The document types that can be uploaded in connection with an individual filing are determined by each state agency. Not all licenses may require or permit all the documents listed below to be uploaded.

MU4 Individual Filing (Ability to Upload Determined by Agency)

- Credit Report Explanations
- Legal Name / Status Documentation
- Memorandum of Tax Certification
- Verification of Experience
- Servicemember or Veteran Documentation
- Additional Requirement(s)

CREDIT REPORT

All new applicants for a mortgage loan originator license are required to authorize a credit report through NMLS. The first time an individual authorizes a credit report through NMLS, they must complete an Identity Verification (IDV) process.

Upon submission of the new application, NMLS processes and delivers results of the credit report to all relevant state agencies. State agencies individually evaluate the credit report to determine financial responsibility as required by the SAFE Act. Each state agency has agency-specific evaluating criteria.

If necessary, regulators communicate with licensees by either placing a license item on the record in NMLS or in some other means outside of NMLS. State regulators are prohibited from disclosing any information from the credit report with any entity other than the individual named on the credit report.

A credit report is not typically required in connection with filing an amended Individual (MU4) Form, unless a request for a new credit report is made by a regulator.

Foreign nationals or individuals who do not reside in the United States need to refer to the State Agency checklist for instructions on how to meet this requirement.

ATTEST AND SUBMIT

The “Submit Filing” button will only appear if the Individual Form (MU4) passes all completeness checks.

The Attestation must include the name of a natural person after the “I.” The applicant or licensee’s name should appear after the “of.”

When clicking the “Submit Filing” button, applicants and licensees are making a legal attestation to all states in which they are applying for or maintaining a license through NMLS.

It is important for an individual to consult with the company to determine who is responsible for the submission and payment of the Individual Form (MU4). If an initial form has already been submitted, this section can also be used to complete an amendment to update the form.

Each time an individual (or his or her employing company) submits a completed filing, it will be stored in the individual’s record indefinitely. Note that some of the information provided in the filing, as well as certain license/registration details, is viewable to the public through the NMLS Consumer Access website.

If the applicant completed his or her own filing, after clicking the “Submit Filing” button, the applicant or licensee is taken to a one-time payment page to make an electronic payment for the filing. Once the payment information has been successfully submitted the filing becomes viewable by the regulator(s). NMLS only accepts payment by credit card (Visa or Mastercard only) or ACH transfer.

The screenshot shows the NMLS 'Attest and Submit' interface. At the top, there's a navigation bar with links like 'FILING', 'PROFESSIONAL REQUIREMENTS', 'TASKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', 'REPORTS', and 'HOME'. Below this, a breadcrumb trail reads 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships'. The user is logged in as 'RyanT4'. The main heading is 'Attest and Submit'. A message states: 'Tobey Tabor (14909) MU4 filing created 6/20/2012 by RyanT4.' Below this, three warning icons are present: 1. 'Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.' 2. 'SAFE Pre-Licensure Education requirements have not been met. For information regarding pre-licensure education requirements, click here.' 3. 'One or more SAFE required test components have not been successfully completed. For information regarding testing requirements, including the MLO Testing Handbook, click here.' A status message says: 'All completeness checks are clear. You can attest to the filing below for submission.' A table shows 'Subject Fee Type Amount' with 'Total Charges' of '\$0.00'. The attestation text reads: 'I, Tia Ryan of Rainy Days Mortgage (14799) on this date Friday, July 20, 2012 swear (or affirm) as follows, that I am submitting this form on behalf, and with the authority, of Tobey Tabor (14909) (Applicant) and that on behalf, and with the authority of Rainy Days Mortgage (14799) (Company), I agree to and represent the following: A. To the best of the Company's knowledge: (1) The information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true, accurate and complete and are made under the penalty of perjury, or unsworn falsification to authorities, or similar provisions as provided by law; (2) To the extent any information previously submitted is not amended hereby, such information remains accurate and complete; and (3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into the Applicant's background, in accordance with all laws and regulations. B. While an active relationship exists between the Company and the Applicant, the Company will: (1) Ensure the Applicant is keeping the information contained in this form current and filing accurate supplementary information on a timely basis; and (2) Ensure that the Applicant complies with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which the Applicant is applying. C. When the association between the Company and the Applicant ends, the Company will make the appropriate filings to terminate the company relationship on a timely basis. If an Applicant has made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.' At the bottom, there's a checkbox: 'I verify that I am the named person above and that I am authorized to submit this filing on behalf of the Applicant and attest to the filing and make the above representations on behalf of the Company.' A 'Submit Filing' button is at the bottom right. Footer text includes: '©2012 SRR | All Rights Reserved | SRR is a trademark of the State Regulatory Registry | Privacy Policy | Download PDF Reader. For additional information, please visit the NMLS Resource Center | For help with navigation please contact the NMLS Call Center at (240) 380-4444.'

COMPANY – MANAGING MORTGAGE LOAN ORIGINATOR (MLO) RECORDS

Managing MLO Records consists of the following:

1. Company Access
2. Company Relationships
3. Sponsorship

COMPANY ACCESS

Companies can only gain access to an MLO's record if the MLO consents to giving access.

An MLO may grant a company access, and a company may request access from the MLO. When a company requests access to an MLO's record, the MLO will be notified and can either accept or deny the request.

The company will see its pending company access requests on its "Manage People" page until the MLO has either accepted or rejected access to the MLO's record.

If an MLO no longer wants a company to have access to their record, the MLO must take action to remove access.

Note: The system prohibits an MLO from removing Company Access to their record if an active Relationship or Sponsorship with the company exists.

COMPANY RELATIONSHIPS

Establish a Relationship

After a company has access to an MLO's record, the company can begin the relationship and sponsorship process.

When establishing a Company Relationship with an MLO, companies must identify the Relationship Effective Date, the licensed location associated with the MLO, the IRS Worker Classification (W2 employee or Non-W2 individual), and the MLO's work remote status.

Note: If necessary, the company may correct the Relationship Effective Date and update the Worker Classification without terminating the relationship. The corrected Relationship Effective Date must be on or before the initial Relationship Date. An effective date will be required when updating the Worker Classification.

MLOs will be able to see companies to which they have granted access and those companies that have sponsored licenses for them on their "My NMLS" page.

Work Remote Status

A company will be required to indicate for each of its mortgage loan originators (MLO), to the best of its knowledge, the MLO's work remote⁷ status when conducting licensed mortgage loan origination activity⁸ using one of three categories:

Office-Centric – The MLO works primarily from a licensed company or branch location.

Hybrid - The MLO routinely splits their time between working from a company or branch location and a remote location not managed by the company.

Fully Remote - The MLO works primarily from a remote location that is not managed by the company.

Work Remote Location Guidance

- The company is required to designate a location (company or branch) for each MLO.
- If an MLO is **Office-Centric**, the company or branch location designated on the MLO's record indicates the location from which the individual performs work for all the licenses the individual holds.
- If an MLO is **Hybrid**, the company or branch location(s) designated on the MLO's record indicates the company or branch managed location(s) where the MLO works.
- If an MLO is **Fully Remote**, the company or branch location designated on the MLO's record indicates the location from which the company supervises the individual.⁹

⁷ Some states use the term remote work

⁸ See state specific requirements

⁹ This is sometimes referred to as the supervised location. An approved sponsorship in NMLS denotes that an individual's licensed activities are appropriately supervised.

- The supervising location must be licensed for all the states that the supervised MLO is licensed in.
- If an MLO is **Hybrid** or **Fully Remote**, and the individual is not working remotely from a residential location as stated on their record, the company is required to identify the location where the individual works remotely most of the time.

License Association Guidance

- If an MLO is **Hybrid** or **Fully Remote**, the company is required to indicate for which license(s) the individual works remotely ("license association").
 - Licenses that are not selected are those licenses for which the individual works primarily from a company location (i.e., **Office-Centric**).
- As an MLO obtains new licenses, the Company must indicate if the MLO is working remotely (i.e., either **Hybrid** or **Fully Remote**) for the new license.

Location

During the creation of a company relationship with an MLO, the company must designate one or more company or branch locations (i.e., the MLO's physical work location(s)) for the MLO.

If the appropriate location is not available for selection, a Company User should submit a Branch Form (MU3) to establish the location prior to designating/selecting a location for the MLO. The Start Date should reflect the date the MLO started working at the selected location(s).

Note: If an MLO is changing locations, the new location must be added before removing the old location.

Terminate a Relationship¹⁰

Either a company or an MLO can terminate a relationship. When a relationship is terminated, an end date and a reason for ending must be provided. The drop-down choices for ending a relationship are as follows:

- Deceased on Date
- Voluntary Resignation
- Permitted to Resign
- Discharged
- Reduction in Force

An explanation for "Reason for Ending" may be provided but is not required.

¹⁰ In the case of an inadvertent error, a company can correct the termination data within thirty days of the termination date.

In the case of death, the end date shall be the same date as the date of death.

Terminating a relationship will also terminate a company's access to the MLO's record.

SPONSORING A LICENSE

Sponsor a License

An approved Sponsorship in NMLS denotes that an MLO's licensed activities are appropriately supervised by the MLO's employer. Where required, sponsorships must be established separately for each license.

An MLO's license(s) may be sponsored by more than one company. A single company can also sponsor multiple licenses for an MLO.

A company can only sponsor licenses in states where the company is also licensed or registered.

Consult applicable state licensing requirements regarding individual sponsorship from multiple companies.

Remove Sponsorship

Only a company can initiate sponsorships, but sponsorships may be removed by the company or the MLO. Sponsorships and sponsorship removal are required to be reviewed by the regulator.

Note: Removal of a sponsorship may affect the status of an individual's license.

Chapter VI - TEMPORARY AUTHORITY TO OPERATE

Background

The Economic Growth, Regulatory Relief, and Consumer Protection Act, 12 U.S.C. 5101 et seq., (S. 2155) was signed into law on May 24, 2018, and became effective November 24, 2019. This amendment to the 2008 SAFE Act permits eligible MLOs to originate loans while completing state specific requirements such as testing and education. The amendment applies to qualified MLOs who are changing employment from a depository institution to a state-licensed mortgage company, and qualified state- licensed MLOs seeking licensure in another state.

ELIGIBILITY REQUIREMENTS

To be eligible for Temporary Authority to Operate (TA), an MLO must meet the following eligibility requirements at time of application:

- An MLO must have been either continuously registered for one year, or continuously licensed for the 30 days preceding application submission;
- The MLO cannot have had a break in service of more than 14 calendar days. A break in service starts at the end of registration/licensure and ends with the request for sponsorship;
- The MLO must be a W-2 employee of a state-licensed company in the application state.

An MLO would not be eligible for TA if they have:

- Had a loan originator license application denied;
- Had a loan originator license revoked or suspended in any jurisdiction;
- Been subject to or served with a cease and desist order; or
- Been convicted of a misdemeanor or felony that would preclude licensure in the application state.

Notes: Not all licenses are eligible for Temporary Authority. To determine an individual's eligibility for Temporary Authority, consult the License Requirements and Fees Chart on the NMLS Resource Center.

Pursuant to the federal SAFE Act, an MLO cannot receive Temporary Authority if they become employed by a registered exempt mortgage company. Under the SAFE Act an MLO is deemed to have Temporary Authority, "upon becoming employed by a state-licensed mortgage company" subject to certain conditions. A state-licensed mortgage company is defined as "an entity that is licensed or registered under the law of any State to engage in residential mortgage loan origination and processing activities." Therefore, a registered exempt mortgage company does not meet the criteria of a "state-licensed mortgage company" for purposes of the Act.

Temporary Authority may be available under the state's authority. To determine if a state permits Temporary Authority, consult the License Requirements and Fee Chart on the NMLS Resource Center.

LENGTH OF TA PERIOD

TA begins when a qualified MLO, who meets all TA eligibility requirements, submits an MLO application (application requirements are listed below).

TA ends when any of the following triggering events occur:

- A state denies the application through NMLS or posts an “Intent to Deny” license item to the record in NMLS;
- The application remains incomplete on NMLS after 120 days;
- The state grants the license; or
- The MLO requests to withdraw the application. An approval of the request to withdraw the application by the state regulator is not required to end TA. TA will also end if an MLO loses their sponsorship. Once TA ends, TA cannot be reinstated.

Note: TA will continue beyond 120 days if an applicant has completed all requirements for full licensure, but the state has not made a final disposition.

TA APPLICATION REQUIREMENTS

An MLO application will enter the TA workflow if the above eligibility requirements are met and the application includes:

1. A completed Individual Form (MU4), which contains personal history and experience;
2. An explanation and supporting documentation uploads for any “Yes” answer to a disclosure question;
3. The receipt of a criminal history record information check from the FBI;
4. Authorization to obtain a credit report;
5. W2 Employee is selected for the Worker Classification in the applicant’s company relationship; and
6. A request for sponsorship from the MLO’s employer.

A complete application for **licensure** must also include:

1. The submission of any State-specific documents (if applicable). See the [state licensing checklist](#) to determine any state-specific requirements for each MLO license
2. The passing of the SAFE Act Test
3. Completion of pre-licensure education courses

Note: An eligible individual can submit an MLO license application without passing the SAFE Act Test or meeting Pre-Licensure education requirements and be deemed to have TA.

HOW ELIGIBILITY IS DETERMINED IN THE SYSTEM

NMLS is programmed to check the following TA eligibility requirements:

1. Continuous registration for one year or continuous licensure for the last 30 days preceding application submission;
2. Whether the MLO has had a break in service of more than 14 calendar days;
3. Whether the MLO has an item in their CHRI results;
4. Whether the MLO has had a loan originator license denied;
5. Whether the MLO has had a loan originator license revoked or suspended;
6. Whether a regulator has uploaded a Cease and Desist order in NMLS; and
7. W-2 employee is selected as the Worker Classification in the MLO's company relationship.

WORKER CLASSIFICATION

To be eligible for TA, an MLO must be employed by a state-licensed company in the application state. “Employee” has been interpreted to mean a W-2 employee, as defined by the IRS, not a 1099 contractor. This interpretation has been validated by the definition of “employee” in Regulation H. ([See 12 CFR 1008.23](#)).

An MLO who is a W-2 employee of a parent company, but is licensed and sponsored by a subsidiary, would not be eligible for TA. The MLO must be a W-2 employee of the company that holds the license and has sponsored them.

To denote in the system that an applicant is a W-2 employee, the company must complete the Worker Classification field in the Company Relationship screen.

Note: See “Establish a Relationship” in the Company Relationship section.

SPONSORSHIP

For an MLO to receive TA, the MLO’s company must have requested sponsorship. If all other eligibility requirements are met, TA would begin at the request of sponsorship; approval of the sponsorship by the state regulator is not required.

CRIMINAL HISTORY RECORD INFORMATION (CHRI)

There is a 2-Day/9-Day CHRI review process for applications in the TA workflow.

If a state receives an application with CHRI, they have two business days to perform the initial review of the CHRI. If CHRI is cleared, the MLO will remain eligible for TA, pending all other eligibility requirements. If a Background Check license item is set, the review period will be extended to nine business days. At the time the Background Check license item is set, the state regulator will request additional information from the applicant. During this review period, the applicant needs to provide the requested information by the date requested by the regulator so that the state can review the supplied information within the nine business days.

If a state fails to place a Background Check license item on an application with CHRI within two business days, the system will update the application status to an active Temporary Authority status.

If a state places a Background Check license item on an application with CHRI and then removes it, the system will update the application status to an active Temporary Authority status.

If a state places a Background Check license item on an application with CHRI and the MLO does not respond, the state will need to act, by either issuing an Intent to Deny license item or denying the application. An intent to deny would end TA in the application state; a denial would end TA in all states.

Note: If an MLO is aware that they have criminal history, they should be prepared to submit their explanatory documentation at application submission to the regulator in the method that they require.

If a state places a Background Check license item on an application with CHRI and the MLO does not respond and the state does not act, at the end of nine business days the system will automatically update the application status to an active Temporary Authority status.

If sufficient documentation is received from the MLO, the Background Check license item can be removed by the state regulator immediately.

INTENT TO DENY

The intent of S. 2155 is to permit qualified mortgage loan originators to continue originating loans for up to 120 days while completing testing, education, and/or state- specific requirements, including additional documents. During this period, applicants are also required to complete any follow-up requests made by the regulator.

If eligible, an applicant will be deemed to have TA while their application moves through a state's normal licensing process. Under S. 2155, placing an Intent to Deny License Item would end TA. An Intent to Deny license item signifies that the regulator has reviewed the license application and has found one or more reasons legally sufficient to deny the license and has issued a notice of intent to deny the license. In certain jurisdictions, an applicant may request a hearing on the notice of intent to deny the license. NOTE: There is no appeal process for the loss of TA.

TA LICENSING STATUSES

There are four NMLS licensing statuses that will be used in relation to applications in the TA workflow.

Pending Deficient (Temporary Authority Eligible)

- Pending CBC results or a request for sponsorship
- Meets other eligibility requirements

Pending Deficient (Temporary Authority)

- CBC results satisfied and a request for sponsorship has occurred
- Pending Testing and Education requirements
- Pending License Item

Pending Review (Temporary Authority)

- Testing and Education requirements have been met
- Waiting for regulatory review

Pre- Approved (Temporary Authority)

- Pending Testing and Education requirements

Notes:

1. A license application in a Pre-Approved status will automatically move to Approved once Testing and Education requirements are met. This status is used when Testing and Education requirements have not been completed but a state has reviewed all other requirements and is satisfied. If an MLO fails to complete Testing and Education within the 120-day TA period, the application status will be updated to Pending-Deficient.
2. Applications in the Pending-Deficient (Temporary Authority Eligible) status can be abandoned by a state agency if permitted by their abandonment statutes(s).

CONSUMER ACCESS

Pending Deficient (Temporary Authority), Pending Review (Temporary Authority), and Pre-Approved (Temporary Authority) will show in Consumer Access with a status of Temporary Authority.

Consumer Access will show the Temporary Authority Begin Date and whether the MLO is Authorized to Conduct Business.

Consumer Access will show that an MLO is “Authorized to Represent” once sponsorship has been requested or accepted.

PROFESSIONAL STANDARDS: EDUCATION

TA permits MLOs to apply for a license without completing testing and education requirements. Those MLOs who are eligible for TA may continue originating loans but must complete their testing and education requirements within the 120-day TA period. The following should be considered to ensure that MLOs complete their testing and education in a timely manner:

SMART TA: Requirements are complete, and the Education Record is Updated within 90 days of Receiving TA.

TA at Risk: Requirements are not complete, and the Education Record has not been Updated at day 100 of TA.

PROBABLE GUARANTEED LOSS OF TA: Requirements are not complete, and the Education Record has not been Updated at day 110 of TA.

ENHANCED INDIVIDUAL ROSTER REPORT (COMPANY)

The Individual Roster Report (Company) captures the “Worker Classification” and “Classification Begin Date” fields. The “Worker Classification” will list the MLO as either a “W2 employee” or a “Non-W2 employee.” To be eligible for TA, the MLO must be a W-2 employee of a state-licensed company in the application state.

RECOVERY FUNDS AND SURETY BONDS

The SAFE Act gives the Consumer Financial Protection Bureau authorization to set minimum net worth or surety bond requirements for MLOs and for recovery funds paid into by MLOs. These amounts are based on the amount of loans originated by an MLO.

S. 2155 adds section 5117(d) to the SAFE Act which states that:

“Any individual who is deemed to have Temporary Authority to act as a loan originator... under this section and who engages in residential mortgage loan origination activities shall be subject to the requirements...to the same extent as if that individual was a State-licensed loan originator licensed by the application State.”

MLOs with TA must meet all requirements of the SAFE Act, including those of bonding and recovery funds. Since MLOs with TA can originate loans, their total loan amount volume would need to be covered by a bond or recovery fund.

Similar language in 5117(d)(1) extends this applicability to employers of MLOs with TA. Note that a sponsoring company’s bond satisfies the bonding requirement for their MLOs.

LOSS OF TA AND EFFECT ON ORIGINATED LOANS

Loans, whether closed or not, are not affected by the intent to deny or denial of an MLO’s application. Loans not closed belong to the company and closed loans cannot be undone. The company would need to transfer loans that are still in the origination or negotiation process to a properly licensed MLO, or an MLO with TA employed with the company.

MORTGAGE CALL REPORT (MCR)

An MCR must be completed by all state-licensed companies and companies employing state licensed MLOs. S. 2155 requires that applicants must be employed by a state-licensed company in the application state. Therefore, as employees of these companies, MLOs with Temporary Authority must be included in the MCR.

NOTIFICATIONS

Individual applicants and companies will receive notification when one of the following events occurs:

TA Granted Notification – Subject: Temporary Authority to Operate Begins.

This occurs when an application status moves from Pending Deficient

(Temporary Authority Eligible) to one of the Active TA

Statuses below:

- Pending-Deficient (Temporary Authority),

- Pre-Approved (Temporary Authority), or
- Pending-Review (Temporary Authority).
-

TA Ineligible Notification – Subject: Temporary Authority to Operate Ended.
This occurs when an individual license becomes TA ineligible.

‘120 days’ Approaching Notification – Subject: T&E Deadlines Requirements
Approaching

After 90 days, a notification will be sent weekly. During the last week, there will be a daily notification.

Chapter VII- FINANCIAL STATEMENT & NET WORTH FILING

NMLS enables company account administrators and designated company users to file financial statements (FS) in a single PDF document (8MB file size limit) through the system. Companies are often required to file a financial statement prior to submitting a license application, on an annual basis, or at other designated times during the year. In addition, companies holding licenses with a net worth (NW) requirement can also provide this information through NMLS.

A. General Instructions

Filing – Companies holding one or more license types in one or more states should consult the financial statement and net worth requirements for each license. Companies are expected to meet the most stringent financial statement and net worth requirement for their licenses. Filing the financial statements and meeting the net worth requirement to satisfy the most stringent state requirement will satisfy all FS and NW requirements for states participating in NMLS.

Terms Used – For uniformity, terms used in Financial Statement & Net Worth Filing are defined in the glossary.

MANAGE FILINGS – FINANCIAL STATEMENTS

The screenshot displays the NMLS web interface for managing financial statement filings. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as Ryan T. The left sidebar shows 'You are currently: State' and a menu with 'Manage Filings' (selected) and 'Historical Filings'. The main content area is titled 'Manage Filings - Financial Statements'. It features two sections: 'Pending Filings' with a message that there are no pending filings and a button to create a new filing, and 'Processed Filings' which lists previously submitted filings. A table under 'Processed Filings' shows the following data:

Fiscal Year	Period Type
2011	Annual/Initial
2010	Annual/Initial
2008	Annual/Initial

At the bottom of the processed filings section is a 'Create Filing' button. The footer contains copyright information for NMLS.

As required by the license type for which you are applying, new applicants will not be able to submit a completed Company Form (MU1) unless the appropriate financial statement has been attached to their record.

Existing licensees will have the ability to file financial statements in NMLS throughout the year. State regulators have set a policy that all licensees required to file an annual financial statement must do so within 90 days of their fiscal year end. The system will allow for quarterly updates, semi-annual, and year-to-date financial statements as required by some states.

Enter the Period Type and Fiscal Year for the financial statement you would like to attach and submit, then click the **Create** button to begin your filing. The Fiscal Year should be entered as the year reflected in the period end date for the financial statement.

Period Type:

Fiscal Year (YYYY):

A separate filing must be created for each financial statement with the accurate Period Type indicator. Generally, only financial statements dated as of the company's fiscal year end should be attached under the Annual/Initial Period Type. However, a company (including a sole proprietor) that does not have sufficient financial data to produce an annual financial statement to comply with financial statement requirements for a particular jurisdiction may attach a financial statement under the Annual/Initial Period Type with a period end date that does not correspond to the company's fiscal year end date.

Click [here](#) to obtain additional information regarding financial statement requirements specific to jurisdiction and license types.

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A separate filing must be created for each financial statement with the accurate Period Type indicator. Generally, only financial statements dated as of the company's fiscal year end should be attached under the Annual/Initial Period Type. If a NEW APPLICANT does not have sufficient financial data to satisfy the new application financial statement requirement for a state and all states where the company is seeking licensure allow this, the company may attach a financial statement under the Annual/Initial Period Type with a period end date that does not correspond to the company's fiscal year end. **Licensed companies required to submit financial statements other than 90 days from fiscal year end must submit these under another period not and not the Annual/Initial Period Type.**

New application requirements may require a prior year financial statement and/or a year-to-date financial statement. The current year financial statement should be posted under "Annual/Initial Period Type", while prior year financial statements should be posted with the appropriate classification and time period. Previous periods should be submitted under another appropriate period type with the corresponding fiscal year.

If your company prepares consolidated financial statements and the states in which you are applying or are currently licensed accept them to satisfy the financial statement requirement, you may submit those through the system. Please note that most states also require consolidated schedules reflecting the financial condition of the licensee itself.

FINANCIAL INFORMATION

The screenshot shows the NMLS Financial Information form for General Mortgage Co. (8199) 2011 Annual/Initial Financial Statement filing, created on 6/27/2012 by RyanT. The form is titled "Financial Information" and includes a sidebar with navigation links: "You are currently: State", "Financial Information", "Accountant Information", "Financial Statement Attachment", and "Attest and Submit". The main form area contains the following sections:

- Financial Statement Details:** Select the appropriate Classification and enter the exact Period End Date for the financial statement being attached.
 - Classification:
 - Period End Date: MM/DD/YYYY
 - Description:
- CIK Number:** The CIK Number is an optional field but should be provided if your company is publicly traded.
 - CIK Number:
- Key Financial Data:** Key Financial Data provided here **must** correspond to the information reported in your financial statement attachment.
 - Assets:
 - Liabilities:
 - Owners' Equity:

At the bottom of the form, there is a "Save" button and a "Next" button. A footer note states: "©2012 CFP® All Rights Reserved. CFP® is a trademark of the CFP® Institute. For more information, please visit the NMLS website at www.nmls.org. For help with this page, please contact the NMLS Helpdesk at 1-800-444-4444."

Licensees are required to submit a financial statement and meet the net worth requirement that satisfy the highest, or most stringent, standard among all NMLS states in which they are licensed or are applying for licensure.

If attaching an Annual/Initial financial statement with a Period End Date that does not correlate with your fiscal year end date, please explain the circumstances that prohibit your company from attaching an annual financial statement.

Key Financial Data must correspond to the financial statement filed under the Annual/Initial filing and reflect the assets, liabilities, and owners' equity values *of the licensee*. Whenever net worth values are changed from a prior submission, a financial statement reflecting these new values must be submitted with the net worth changes.

Sole proprietors should have a 12/31 fiscal year end which should be the same Month and Day as the Period End Date if you are submitting an Annual/Initial financial statement.

If you do not remember your company's fiscal year end, reference the information you entered in the Legal Status page for fiscal year end.

ACCOUNTANT INFORMATION

The screenshot shows the NMLS (National Mortgage Licensing System) interface. At the top, there's a navigation bar with links like 'FILING', 'PROFESSIONAL REQUIREMENTS', 'TALKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', 'REPORTS', and 'HOME'. Below this, a breadcrumb trail shows 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships'. The user is logged in as 'RyanT'.

The main content area is titled 'Accountant Information'. It shows a filing for 'General Mortgage Co. (8189) 2011 Annual Initial Financial Statement' created on 6/27/2012 by RyanT. A message states: 'If your financial statement attachment was prepared, audited, reviewed, or compiled by an accounting firm, you must provide the following information.'

The form fields are as follows:

- Accounting Firm Name:
- Contact Name:
- Business Address:
- City:
- State:
- Postal Code:
- Country:
- Business Phone:
- Email Address:

At the bottom of the form is a 'Save' button. Navigation arrows for 'Previous' and 'Next' are also present.

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Companies must provide the information listed on this page if the financial statement was prepared by an accounting firm. Filings designated as *audited*, *unaudited (reviewed)*, or *unaudited (compiled)* are required to complete this section.

FINANCIAL STATEMENT ATTACHMENT

The screenshot shows the NMLS (National Mortgage Licensing System) interface for uploading a financial statement. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as Ryan T. The left sidebar shows the user's current state and navigation options: Financial Information, Accountant Information, Financial Statement Attachment (highlighted), and Attest and Submit. The main content area is titled "Financial Statement Attachment" and displays a message for "General Mortgage Co. (8189) 2011 Annual Initial Financial Statement filing created 6/27/2012 by Ryan T." It instructs the user to click the "Browse" button to locate the file, noting that the file must be in searchable PDF format and not exceed 8 MB. Below the instruction is a "File:" label, a text input field, and a "Browse..." button. At the bottom of the form are "Save" and "Cancel" buttons. A small copyright notice for NMLS is visible at the very bottom of the page.

Companies must attach the financial statement that corresponds to the Period Type, Classification, and Period End Date selected under **MANAGE FILINGS – FINANCIAL STATEMENTS** and **FINANCIAL INFORMATION**.

This entire attachment must be in ONE, SEARCHABLE PDF file. Licensees may not submit this attachment as a password protected file. If the file is currently password protected, remove the password requirement before attaching it as part of the filing.

If an accountant or other accounting professional has prepared the financial statements, companies must also submit the CPA or accountant cover letter with the financial statements. If signatures are required on the letter, regulators will accept them through this submission process.

If a company must make an amendment or other change to their most recently submitted financial statement submission, they may do so for a particular Fiscal Year and Period Type by selecting the respective Period Type Link in the Processed Filings list on the Manage Filings – Financial Statements page.

Do not submit PERSONAL FINANCIAL STATEMENTS through the system for Individual Form (MU2) and Individual Licensing Form (MU4) licenses if required in your state. Sole proprietors required to file financial statements to satisfy Company Form (MU1) license requirements may submit personal financial statements through NMLS to satisfy these requirements if allowed in your state.

ATTEST AND SUBMIT

The screenshot shows the NMLS 'Attest and Submit' interface. At the top, there's a navigation bar with links like 'FILING', 'PROFESSIONAL REQUIREMENTS', 'TALKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', 'REPORTS', and 'HOME'. Below this, a breadcrumb trail shows 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships'. The main content area is titled 'Attest and Submit' and displays a message: 'General Mortgage Co. (8189) 2011 Annual Initial Financial Statement filing created 6/27/2012 by RyanT.' Below this, a message states: 'All completeness checks are clear. You can attest and submit your filing.' A text box contains a certification statement: 'I, Tia Ryan, of General Mortgage Co., (Company) certify that to the best of my knowledge and belief, the information contained in this submission – including but not limited to the accompanying financial statements and information upload and data fields – is accurate and complete for the period described in the financial information section. By submitting this filing, I declare that the foregoing is true and correct and I am the named person above and that I am authorized to attest to and submit this information on behalf of the Company.' Below the text box is a checkbox labeled 'I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.' At the bottom of the form is a 'Submit Filing' button. The left sidebar shows a navigation menu with options like 'State', 'Financial Information', 'Accountant Information', 'Financial Statement Attachment', and 'Attest and Submit' (which is highlighted).

The “Submit Filing” button will only appear if the Financial Statements Filing passes all completeness checks.

When clicking the “Submit Filing” button, applicants and licensees are making a legal attestation to all states in which they are applying for or maintaining a license through NMLS.

After clicking the “Submit Filing” button, the financial statement filing is submitted to the regulator(s) for review. If you are submitting a financial statement in conjunction with a new company license application, return to the Company Form (MU1) filing to complete this submission.

Certain states may require designated individuals to attest and submit the financial statements. Please consult state licensing requirements to ensure the appropriate individual is performing this function.

Chapter VIII - CALL REPORTS

NMLS accommodates both the Mortgage and Money Services Call Reports.

MORTGAGE CALL REPORT (MCR)

The Mortgage Call Report (MCR) must be completed by all state-licensed companies and companies employing state licensed mortgage loan originators (MLOs). Companies will complete a single MCR filing each quarter containing one or more Residential Mortgage Loan Activity (RMLA) components. Companies reporting mortgage lending or servicing business activities must also complete the Financial Condition (FC) component each quarter.

Companies reporting brokering business activities complete the FC component annually at the calendar year end.

Filing – The MCR functionality is found under the Filing tab for a company user.

Terms used – Terms, definitions, and instructions for the MCR can be found on the NMLS Resource Center [Mortgage Call Report page](#).

State Specific Supplemental Form (SSSF) – A small number of states require the SSSF to be submitted by specific licensees. The list of states that require the SSSF and state-specific guidance on SSSF submissions can be found on the NMLS Resource Center Mortgage Call Report page.

Company specific reports will not be made publicly available by NMLS. NMLS may aggregate data and release aggregated data to the public at a future date. State regulators may be subject to state public records law requirements to make the state's MCR information available to the public in certain circumstances.

The MCR is due 45 days from the end of each calendar quarter. Companies reporting brokering business activities must submit the Financial Condition (FC) component no later than 90 days from the calendar year end.

Mortgage Call Reports

To submit a **NEW** Mortgage Call Report Filing manually, select **Create New MCR** below. If you have an XML file of your MCR to upload, select **Upload New MCR**. Visit the [MCR page](#) of the NMLS Resource Center for additional information on the MCR.

To **VIEW** or **EDIT** an existing MCR Filing, select an action below for the appropriate filing. Pending and processed MCR filings are available to edit for up to two years.

Icon Action

- View, Edit, and/or Submit a filing
- Delete a pending initial filing
- Undo pending amendments to a processed filing
- Upload an XML file to amend the filing

Upload New MCR **Create New MCR**

Available Actions	Year	Period	Period End Date	Format	Status	Last Updated By	Last Updated Date	Form Version
	2012	Q1	3/31/2012	Standard	Pending Amendment	RyanT	6/26/2012 9:16:50 AM	V2
	2012	Fiscal Q1	3/31/2012	Standard	Pending Initial	RyanT	6/26/2012 3:24:55 PM	V2
	2011	Q2	6/30/2011	Standard	Processed	RyanT	3/7/2012 4:46:47 PM	V1

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For additional information, please visit the [NMLS Resource Center](#) | For help with navigating please contact the NMLS Customer Support at 1-800-368-6644.

The Mortgage Call Report is a quarterly report on condition which collects activity and financial activity of a company and their mortgage loan originators (MLOs). Companies holding one or more state licenses or state registrations through NMLS or employing state-licensed MLOs during a calendar quarter are required to complete a Mortgage Call Report (MCR).

The MCR contains two components: the Residential Mortgage Loan Activity Report (RMLA) and the Financial Condition (FC).

The RMLA component collects application, closed loan, individual MLO, Line of Credit, servicing, and repurchase information by state, in addition to company level information related to lines of credit and nationwide servicing information.

The FC component collects financial information at the company level; it does not have to be completed on a per state basis.

Fannie Mae, Freddie Mac Sellers/Services and/or Ginnie Mae Issuers must submit an Expanded MCR. All other companies are required to submit the Standard MCR.

MORTGAGE CALL REPORT COMPONENTS

Mortgage Call Report Components

General Mortgage Co. (8199) 2012 Fiscal Q1 Standard MCR filing created 6/26/2012 by RyanT. Total Charges: \$0.00

Complete or Edit an MCR Component (FC or RMLA)
Choose one of the following icons to perform an action on the corresponding component below:

Icon	Action
	View a component (will not impact "Ready to Submit" status)
	View a component with changes since the last submission shown in red-line
	Complete, Edit, and/or run the Completeness Check for the component
	Delete all data from component or Delete entire component, as applicable
	Undo a pending change to a previously submitted component

If you want to manually create an RMLA component for a state not already listed, click **Add New RMLA**.

Upload Amendments
If you have an XML file containing new or amended information for an FC and/or RMLA component(s) that you need to edit, click **Upload FC** or **Upload RMLA**.

Submit your MCR Filing
Click **Completeness Check and Submit** to submit your filing. A filing can only be submitted once all components are in a "Ready to Submit" or "Processed" status. To place an un-submitted component in a "Ready to Submit" status, you must run the Completeness Check by selecting next to the component, selecting Completeness Check on the left navigation panel, completing all required actions, and clicking Ready to Submit.

Below please find a list of the FC and RMLA components included in the selected MCR filing.

Financial Condition (FC)				
Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	RyanT	6/26/2012 3:24:55 PM	V2

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Components which the system has determined are required, based on licenses status and obligations, are automatically rendered on this screen. Companies may add additional components to satisfy additional requirements.

The Mortgage Call Report (MCR) Components screen lists all available MCR Components associated with an MCR Filing.

MCR filings contain two components: the Financial Condition (FC) and the Residential Mortgage Loan Activity (RMLA) Report.

Financial Condition

The Financial Condition (FC) contains the company's financial data. For Standard filers, the FC is required to be filed annually, no later than 90 days after the fiscal year end. For Expanded filers, the FC is filed quarterly. For information on who qualifies as a Standard or Expanded filer, please see the [Mortgage Call Report page](#) on the NMLS Resource Center.

Residential Mortgage Loan Activity (RMLA)

The RMLA contains information about the mortgage activities for a company and its Mortgage Loan Originators (MLOs). The RMLA has two components that contain company-level and state-specific information. The company-level RMLA component contains information related to lines of credit and nationwide servicing information and is completed once within a filing. It is shared with each state where a company is licensed/registered. The state-specific RMLA components, which are completed for

each state where a company is licensed/registered, collects application, closed loan, individual MLO, Line of Credit, servicing, and repurchase information by state. If a company holds licenses in multiple states, it will need to complete a single company-level RMLA, and a state-specific RMLA component for each state it's licensed in, even if there was no activity during the reporting period. The RMLA is required to be filed quarterly for both Standard and Expanded filers. Companies can submit the RMLA for additional states if necessary.

NMLS will determine the required filing type based on the year and period selected as well as the company's GSE-approval status (Fannie Mae or Freddie Mac Seller/Servicer or a Ginnie Mae Issuer).

Companies may add additional RMLA component(s) for any state(s) that NMLS did not automatically create based on the company's licensure/registration status. To add an RMLA component, see "[Add State-Specific RMLA Component](#)."

Note: NMLS will not automatically create the required state-specific RMLA component for Oregon. Companies with license/registration in Oregon will need to manually add the state-specific RMLA component.

Explanatory Notes

The Explanatory Notes section is a text field where a company user can provide additional information to the regulator. This field is optional unless there are outstanding data warning messages as described in the Completeness Checks and Warnings section.

All completeness check errors must be corrected before a component can be marked as "Ready to Submit." The presence of data warning messages does not prevent submission of the filing, but you must provide an explanatory note acknowledging that you accept the warnings prior to marking the component as "Ready to Submit."

State agencies will often ask for an explanatory note to be provided any time a Mortgage Call Report (MCR) component is amended.

Each component must be in a "Ready to Submit" status to submit the MCR filing on the Mortgage Call Report Component screen.

File Upload

NMLS provides company users with the ability to submit an MCR filing either through manual data entry within NMLS, or through an upload of a properly formatted XML file to NMLS. The upload feature may be used to create an initial MCR filing, change information on a pending MCR filing, or amend information on a previously submitted MCR filing.

MONEY SERVICES BUSINESSES (MSB) CALL REPORT

The Money Services Businesses (MSB) Call Report was developed with the goal of enhancing and standardizing the information available to state regulators concerning the activities of their Money Services Businesses licensees (money transmitters, check cashers, prepaid, etc.). Licensees can complete the report directly in NMLS. The report includes national and state specific MSB activity information that is submitted on a quarterly and annual basis. MSB licensees should consult with their state agencies to determine whether completion of the MSB Call Report is a requirement.

Filing – The MSB Call Report functionality is found under the Filing tab for a company user.

Terms used – Terms, definitions, and instructions for the MSB Call Report can be found on the NMLS Resource Center [MSB Call Report page](#).

Company specific MSB Call Reports are not made publicly available.

Companies that complete foreign transmittal activity must complete Part IV (Destination Country Reporting) on an annual basis as part of the Q4 submission.

All sections of the MSB Call Report are due 45 days from the end of each calendar quarter.

MSB CALL REPORT

MSB Call Report

Click **Create New MSB Call Report** to submit a new Money Services Businesses (MSB) Call Report. Visit the [Money Services Businesses Call Report](#) page of the NMLS Resource Center for additional information.

Select an action below to manage an existing filing. Pending and processed filings are available for editing up to two years after the quarter-end.

Icon Action

- View, Edit, or Submit a filing
- Upload a CSV or XML file to amend the filing
- Delete a pending initial filing
- Undo pending amendments to a processed filing

[Create New MSB Call Report](#)

Pending Filings

Available Actions	Year	Period	Period End Date	Status	Last Updated By	Last Updated Date	Form Version
	2017	Q1	3/31/2017	Pending Initial	SchultzDA	7/6/2017 9:33:51 AM	V1
	2016	Q4	12/31/2016	Pending Initial	SchultzDA	6/19/2017 5:01:26 PM	V1

Submitted Filings

Available Actions	Year	Period	Period End Date	Status	Last Updated By	Last Updated Date	Form Version
	2016	Q1	3/31/2016	Processed	SchultzDA	3/6/2017 3:08:48 PM	V1

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Companies holding a relevant MSB license during the calendar quarter will be required to file the NMLS MSB Call Report. The report is only required to be submitted for select licenses in adopting states. To view the most recent list of MSB Call Report adopting agencies, please visit the [MSB Call Report](#) page on the NMLS Resource Center. The NMLS MSB Call Report may only be submitted through NMLS. Therefore, for entities to submit the report, they must have an active record in NMLS.

MSB CALL REPORT COMPONENTS

MSB Call Report Sections

2017 Q3 MSB Call Report filing created 10/26/2017 by WheelersET

Complete or Edit a Section
Select an action below to manage a section.

Icon Action

- View the section (does not impact "Ready to Submit" status)
- Compare the section changes since the last submission shown in red-line (does not impact "Ready to Submit" status)
- Complete, edit, or check the section for completeness
- Delete all data from the section or delete the entire section, as applicable
- Undo a pending change to a previously submitted section

Submit a Filing
Once all sections are marked as "Ready to Submit" or "Processed," click **Completeness Check and Submit** to submit your filing.
For definitions on data fields included in the sections below, refer to the [Money Services Businesses Call Report](#) page of the NMLS Resource Center.

Upload

Financial Condition (FC)

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	WheelersET	10/26/2017 4:21:38 PM	V2

State-specific Transactions (ST)

Available Actions	State	Status	Last Updated By	Last Updated Date	Form Version
	LA	Pending Initial	WheelersET	10/26/2017 4:21:38 PM	V2
	NC	Pending Initial	WheelersET	10/26/2017 4:21:38 PM	V2
	PA	Pending Initial	WheelersET	10/26/2017 4:21:38 PM	V2
	WA	Pending Initial	WheelersET	10/26/2017 4:21:38 PM	V2

Company-wide Transactions (TA)

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	WheelersET	10/26/2017 4:28:06 PM	V2

Permissible Investments (PI)*

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	WheelersET	10/26/2017 4:21:38 PM	V2

*The permissible investments section is not relevant to all license types, but must still be "marked as ready to submit" prior to submission of the report. Submission of this section by non-relevant licensees is a confirmation that the non-relevant licensees do not maintain permissible investments.

Completeness Check and Submit

Sections, which the system has determined as required, based on license status and state requirements, are automatically rendered on this screen. Companies may add additional sections to satisfy additional requirements.

The report is comprised of four sections:

1. Section I: Financial Condition Report (At Company Level¹)
2. Section II: Transaction Activity Reporting

¹The financial condition report of the MSB Call Report must be reflective of the licensee and not "rolled- up" or consolidated information of the parent company. The financial statements must be consolidated at the licensee level. Financial condition information includes consolidated financial data for the licensee submitting the report inclusive of its subsidiaries.

- a. Company-wide Transactions Detail
 - b. State Transactions Detail
3. Section III: Permissible Investments Report (At Company Level)
4. Section IV: Transactions Destination Country Reporting
 - a. Company-wide Transactions Destination Country Detail
 - b. State Transactions Destination Country Detail

MSB Call Report Sections

HELP

Schultz Industries (43997) 2017 Q1 MSB Call Report filing created 6/27/2017 by SchultzDA.

Complete or Edit a Section
Select an action below to manage a section.

Icon Action

- View the section (does not impact "Ready to Submit" status)
- Compare the section changes since the last submission shown in red-line (does not impact "Ready to Submit" status)
- Complete, edit, or check the section for completeness
- Delete all data from the section or delete the entire section, as applicable
- Undo a pending change to a previously submitted section

Submit a Filing
Once all sections are marked as "Ready to Submit" or "Processed," click **Completeness Check and Submit** to submit your filing.
For definitions on data fields included in the sections below, refer to the [Money Services Businesses Call Report](#) page of the NMLS Resource Center.

Upload

Financial Condition (FC)

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	SchultzDA	6/27/2017 3:17:05 PM	V1

State-specific Transactions (ST)

Available Actions	State	Status	Last Updated By	Last Updated Date	Form Version
	AL	Pending Initial	SchultzDA	7/6/2017 9:33:51 AM	V1

Add New ST

Company-wide Transactions (TA)

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	SchultzDA	6/27/2017 3:17:05 PM	V1

Permissible Investments (PI)*

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Ready to Submit	SchultzDA	6/27/2017 3:17:06 PM	V1

*The permissible investments section is not relevant to all license types, but still must be "marked as ready to submit" prior to submission of the report. Submission of this section by non-relevant licensees is a confirmation of not maintaining permissible investments.

Completeness Check and Submit

UNIFORM AUTHORIZED AGENT REPORTING (UAAR)

Uniform Authorized Agent Reporting (UAAR) assists regulators with the supervision and monitoring of money services businesses and their authorized agent locations, which may include company owned branch locations. The NMLS UAAR process allows licensed money service businesses to file a single uniform report of their authorized agent (also known as authorized delegates) locations through NMLS to all participating state agencies. Reporting through NMLS replaces these states' reporting requirements. However, applicants are encouraged to review their state regulator's checklist to make sure all reporting requirements are met.

License Item List | **Manage Authorized Agents**

Authorized Agents Home HELP

Use the buttons below to manage authorized agent information relevant to your company. Visit the [Authorized Agent page](#) on the NMLS Resource Center for additional information.

AVAILABLE ACTIONS	FUNCTION
VIEW AGENT ROSTER	• View authorized agents reported by your company. Users without the "Reports" role cannot access this page.
UPLOAD AGENT FILE	• Upload changes, additions, or deletions to reported authorized agent relationships.
ATTEST TO UPLOADED FILE	• Attest to or cancel an uploaded file.
NO CHANGES TO REPORT	• Attest that there are no changes, additions, or deletions to reported authorized agent relationships.
VIEW PROCESSED FILE LIST	• View previously uploaded authorized agent files and results.

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Money services businesses submit periodic reports based on the state's reporting requirements regarding authorized agents by uploading an authorized agent file via a CSV template file for their company. Reporting includes any changes to current authorized agent locations or reporting no changes to current authorized agent locations.

Reasons to upload an authorized agent file:

- New authorized agent locations
- Updates to existing authorized agent locations
- Terminated authorized agent locations

The UAAR functionality is a living database of the licensee's locations, which may include those that are company owned branch locations. When completing updates only the updated agents should be included in the upload file. The UAAR quarterly reporting license item requires that updates or a confirmation of "No Changes to Report" be submitted within 45 days of the license item being placed on the licensee's record. An upload of any state UAAR will clear the license item. States with more frequent reporting requirements are communicated to the licensee on the checklist.

If there are no new additions, terminations, or changes to your company's current authorized agent locations, the No Changes to Report functionality allows the company to legally attest to this effect and meet its reporting requirement(s).

In some cases, a company has no Authorized Agents to report but still has a reporting obligation. For their initial submission the button will read as "No Agents to Report." Once the company has fulfilled their initial reporting obligation, the "No Changes to Report" option is presented.

A company that has no agent locations to report should select the "No Agents to Report" button on the Authorized Agent Home page. For licensees with no agents, a quarterly confirmation that there are no agents must be completed. The company

should click “No Change to Report” and attest. State agencies need to know which licensees use Agent locations and those that do not.

Only companies with a prior Company Filing and a MSB license type in a pending, approved, surrendered, or terminated status are permitted to upload an Authorized Agent file.

UAAR PHYSICAL ADDRESS VALIDATION

NMLS utilizes an external address validation service (Melissa Data) to validate Physical Addresses against the United States Postal Service’s (USPS) database. As part of address validation, minor corrections and standardizations may be performed. In general, if the address a company has on file for an agent is currently recognized by the USPS and the USPS delivers mail to that address, it is accepted by NMLS.

If a Physical Address is considered invalid, an error description is provided in the results file. Licensees are expected to attempt to correct invalid addresses. If after completing due diligence in attempting to correct the address the licensees feel the address is correct, the licensee can submit, via the NMLS call center, the address for regulator review. The state regulator for which the agent is physically located then reviews the address and either rejects or approves the address as an exception. The licensee, via email, is notified when review is complete and must then upload the agent to NMLS or further work to correct a rejected address.

Only United States and Canadian addresses are validated. If Authorized Agent information in other countries is required, NMLS accepts that information without validating the physical address information.

Chapter IX - NMLS ELECTRONIC SURETY BOND (ESB)

Many state laws or regulations require financial services licensees to obtain a surety bond as a condition of licensure. State regulators or consumers can file claims against a surety bond to cover fines or penalties assessed or to provide restitution to consumers due to the failure of a licensee to comply with licensing or statutory requirements.

In addition, Title V of P.L. 110-289, the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (“SAFE Act”) requires that applicants have met “...either a net worth or surety bond requirement or paid into a State fund...” in 12 USC §5104(b)(6). State regulations define the specific surety bond requirements (e.g. amount of coverage) that must be satisfied to obtain, maintain, and renew a license in the state.

Electronic Surety Bond Tracking in NMLS will allow for the tracking of surety bond requirements and the maintenance of surety bond information validated by authorized Surety Companies and/or Surety Bond Producers.

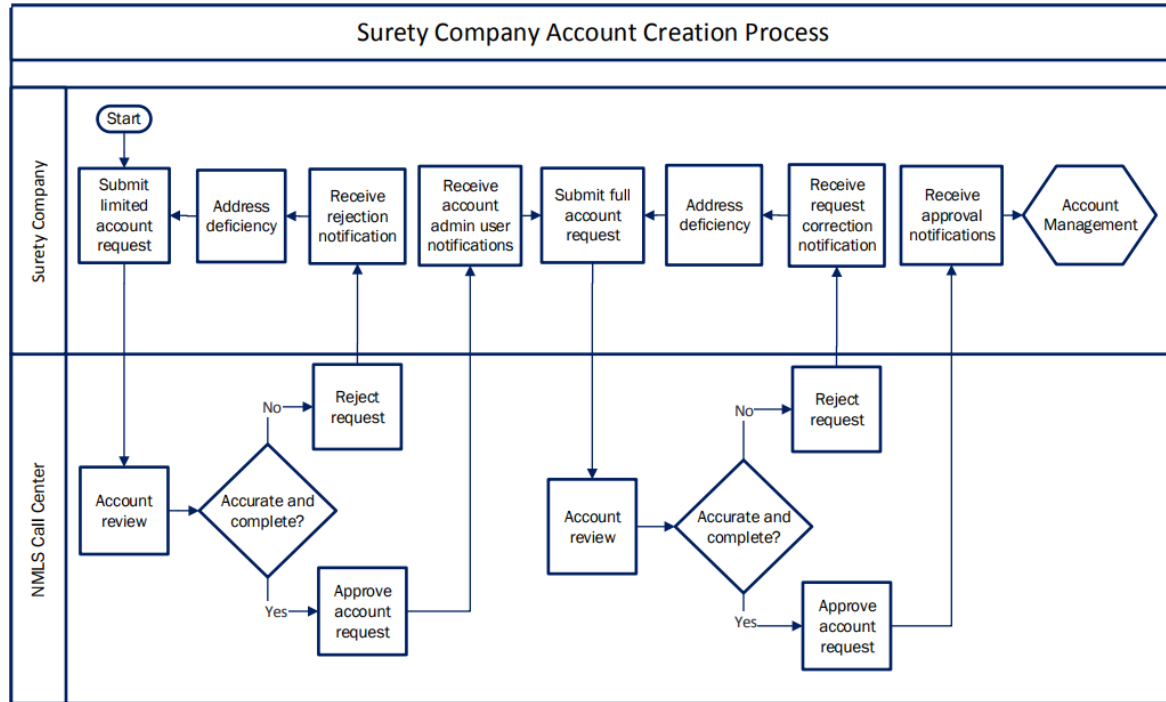
RESOURCES

Terms, definitions, and instructions for Electronic Surety Bonds can be found on the NMLS Resource Center Electronic Surety Bond [page](#).

BOND CREATION

The bond form is created by the Regulator. This form is then rendered in NMLS and any NMLS licensee specific information required by the Regulator is then prompted to be provided. The process of providing bond specific information in NMLS is known as the bond creation process. The bond can be created (using the existing form rendered in NMLS) by either a surety bond producer or a surety company. Once the bond is created, it can then be signed electronically in NMLS and then be sent through the System to the NMLS licensee to be counter-signed electronically. The bond is considered “executed” once both parties have signed.

SURETY COMPANY ACCOUNT CREATION PROCESS FLOW



COMPLETING THE SURETY COMPANY LIMITED ACCOUNT REQUEST

The screenshot shows the NMLS Surety Company Limited Account Request form. The form is titled "Surety Company Limited Account Request" and includes a "HELP" button. It contains three main sections: "Company Information", "Company Headquarters Location", and "Primary Contact Information".

Company Information

- Company Full Legal Name: [Text Field]
- Holding Company: [Checkbox]
- NAIC Number: [Text Field]
- IRS Employer Identification Number: [Text Field] (000000000)

Company Headquarters Location

- Street Address: [Text Field] (PO Boxes not allowed)
- City: [Text Field]
- State: [Dropdown Menu]
- Country/Province: [Dropdown Menu]
- Postal Code: [Text Field] (00000 or 99999-9999)

Primary Contact Information

- First Name: [Text Field]
- Middle Name: [Text Field]
- Last Name: [Text Field]
- Suffix (Jr., Sr., etc.): [Text Field]
- Title: [Text Field]
- Email: [Text Field]
- Confirm Email: [Text Field]

1. Complete ALL of the fields on the Surety Company Limited Account Request screen and click the Next button.
 - a. NOTE: Be sure you have entered your NAIC number and/or EIN correctly and an email address that is readily accessible. You cannot edit the EIN or NAIC number once your record is created without contacting the NMLS Call Center.
2. Review the information provided. If correct click the Finish button. If it is incorrect click the Previous button and correct any information.

Once the Surety Company Limited Account Request has been submitted it will be reviewed by NMLS. The primary contact identified will receive an email from NMLS_Notifications@NMLSNotifications.com within 2 - 3 business days. The email will inform the applicant of approval or rejection based on verification of the information provided.

Rejection may occur if:

- Legal Name does not match NAIC data
- EIN already exists in NMLS or does not match NAIC data
- NAIC already exists in NMLS or does not match NAIC data
- Data fields appear to be incomplete or erroneous

If the Surety Company Limited Account Request is approved, the Primary Company Contact identified will receive username and password information to access NMLS in separate emails.

COMPLETING THE SURETY COMPANY FULL ENTITY REQUEST

To complete the surety company account request, the Primary Company Contact will need to log in to NMLS and complete the Surety Company Full Entity Request.

1. Navigate to the NMLS Resource Center.
2. Click the Log in to NMLS button in the upper right corner.
3. If prompted, select the State context, and then log in to NMLS.
4. Once the account password and security question have been confirmed, the System will direct you to the Surety Company Full Entity Request.
5. Each section on the left navigation panel will need to be completed. Once information has been entered in each screen, click the Save button at the bottom of the page.
6. To navigate through the form, click the Next button at the bottom of each page to continue to the next section. For additional section specific instructions, see below.
 - a. In the Contact Information section, click the Copy button if the Secondary Contact is the same as Account Administrator #2 to default the name, email, and phone number information. If the Secondary Contact is not the same as the second Account Administrator, provide the appropriate contact information.
 - b. In the Underwriting Companies section, click the New Underwriting Company button to provide information on related surety entities performing writing activities on behalf of the surety company.
 - i. Click Attach File to upload the related underwriting company's formation documents. Refer to the Surety Company Account Request and State Authorization Form for a list of required documentation.
 - ii. Click the Save button to save your attachment and return to the Full Entity Request
 - iii. In the File Attachment section, click the Choose File button to upload the related surety entity's formation documents then click the Attach File button. Refer to the Surety Company Account Request and State Authorization Form for a list of required documentation.
 - iv. In the Submission section, review the attestation and confirm the statement by selecting the check box.
7. To submit the Surety Company Full Entity Request, click the Submit Request button.

Upon submission of the Surety Company Full Entity Request, NMLS will verify the data submitted against the NAIC database. The Account Administrators will receive an email from NMLS_Notifications@NMLSNotifications.com within 5 – 7 business days informing the applicant of approval, request correction, or rejection based on verification of the information provided.

COMPLETING THE SURETY BOND PRODUCER ACCOUNT REQUEST FORM

NMLS Resource Center

Surety Bond Producer Account Request Form **HELP**

Before continuing with the form, please read the [Completing the Surety Bond Producer Account Request Form Guide](#).
Provide the information requested below and click **Next**.

Company Information

Company Full Legal Name:
NPN:
IRS Employer Identification Number: 00-0000000 or 000-00-0000
Sole Proprietors using their Social Security Number should enter it here. See [Instructions](#) for details.

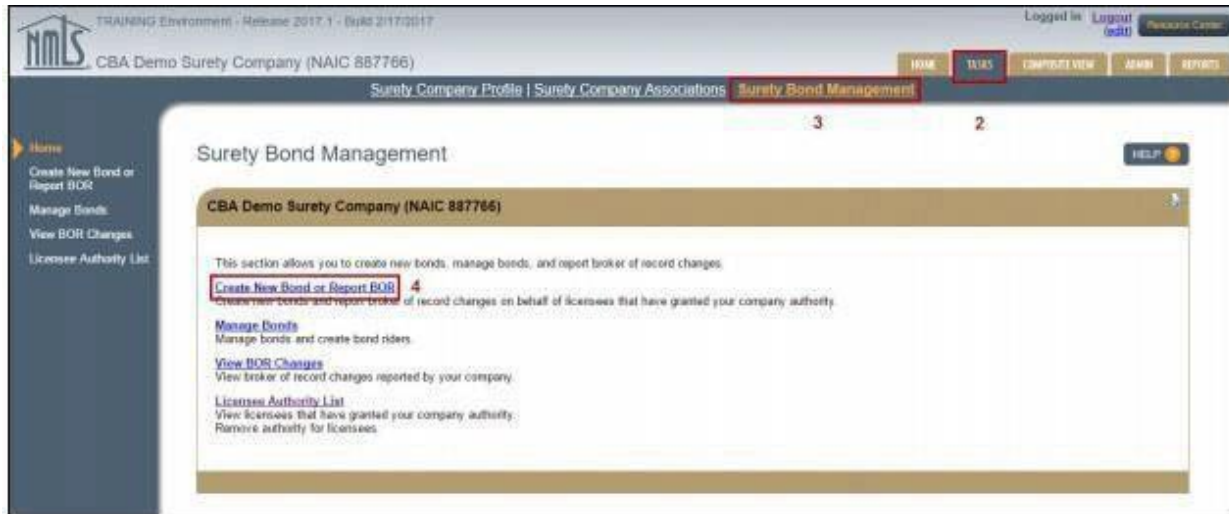
Company Headquarters Location

Street Address: (PO Boxes not allowed)
Street Address:
City:
State:
Country/Province:
Postal Code: 00000 or 00000-0000

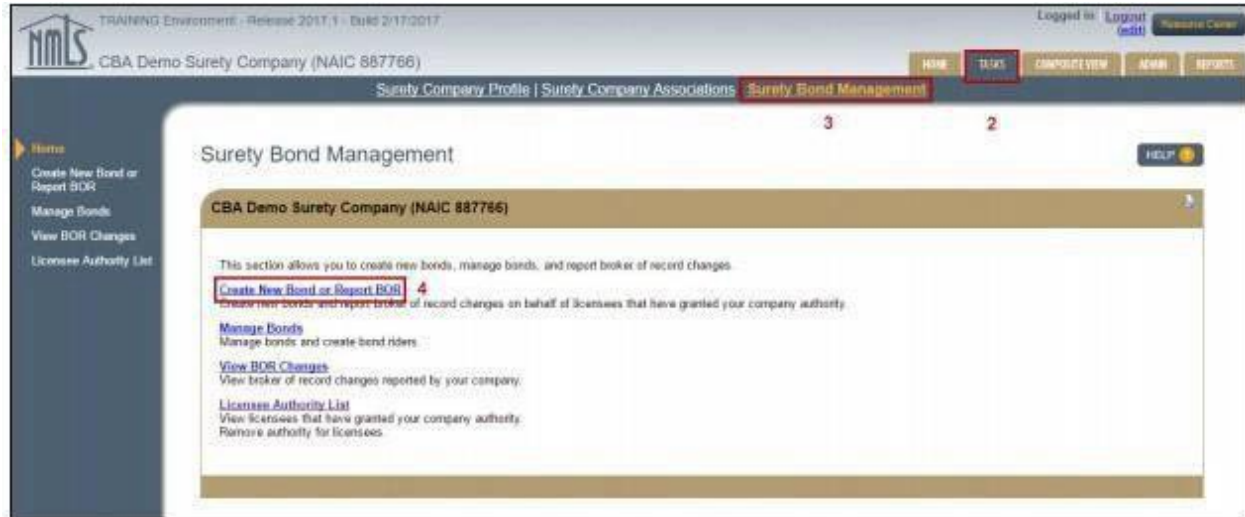
Next

1. Complete ALL of the fields within the Surety Bond Producer Account Request Form including company information, primary and secondary contact information, account administrators, state authorizations, and submitter contact information.
2. Once all sections have been completed, the System will allow you to review the data provided.
3. Prior to completing the attestation, click the Choose File button to upload related surety bond producer formation documents. Refer to the Surety Bond Producer Account Request and State Authorizations Form for a list of required documentation.
4. To submit the Surety Bond Producer Account Request Form, review the attestation and confirm the statement by selecting the check box.
5. To submit the form, click the Submit button.

CREATE A NEW BOND



1. Log in to NMLS.
2. From the Home screen, click the Tasks tab.
3. Click Surety Bond Management either in the top menu bar or in the main description panel.
4. Click Create New Bond or Report BOR. This will display a list of all licensees who have granted you authority to create bonds on their behalf.



5. Click the Create Bond button next to the licensee you will be creating a bond for.
6. Provide the requested information. Fields will automatically adjust based on requirements of the state and license type selected.
 - a. When creating a bond in NMLS to replace an existing paper bond previously provided to the Regulator, known as a bond conversion, select the Converted radio button and provide the existing information. The

- effective date on the bond (if applicable) will be the date the bond is signed in NMLS by the surety entity.
- A surety bond producer identified by the surety company during the bond creation process will become eligible to act as broker of record on the bond after the bond has been signed by the licensee.
 - A “Not Formed in US” option is available at the bottom of the drop down for electronic surety bonds requiring “State of Formation” for the licensee or surety company.
 - Confirm that the correct license type has been selected.
7. Click the Save & Proceed button.

Create Bond

Surety Bond Company(NPN 82990507)

To create a bond, select the Licensing State and License Type first. Then complete the other fields that will adjust and display based on those selections.

Bonds created must be associated to the licensee's company license in NMLS. Company license bond amount increases to cover branch locations are also permitted. However, if separate bonds must be issued for branch locations, such bonds must be created and maintained outside of NMLS at this time.

To save and go to the Create New Bond page, click **Save**. To save and proceed to the Signature page, click **Save & Proceed**.

Bond Reporting Type: ☒ Converted ☐ New

Licensee: Deng's Automation Company (1566179)

Licensing State:

License Type:

Surety/Underwriting Company:

Underwriter:

Start typing the first or last name of the underwriter then select the name from the dropdown list that appears.

Bond Number:

Bond Amount (\$):

7

8. Review all information in the bond rendered. At the bottom of the page, check the box to attest, then click the Sign button.

I, Attorney-in-Fact, am employed by or am an officer or a control person of Fox Racing Company and am authorized to execute this Surety Bond on Surety Bond Company's or Producer's behalf.

☒ On this date Wednesday, August 17, 2016, I verify that I am the person named above and that the bond provided to you herewith was validly issued and executed. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing statements.

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Instructions on executing and delivering a surety bond or a surety bond rider can be found at the following link:

[https://mortgage.nationwidelicensingsystem.org/licensees/resources/LicenseeResources/Bond%20Execution%20\(Company\).pdf](https://mortgage.nationwidelicensingsystem.org/licensees/resources/LicenseeResources/Bond%20Execution%20(Company).pdf).

Chapter X - PROFESSIONAL REQUIREMENTS

NMLS enables individuals to select and pay for the National and State Components of the SAFE Mortgage Loan Originator Test.

State licensed mortgage loan originators (MLOs) are the only individuals who have a requirement to take a test, complete pre-licensure education, or satisfy an annual continuing education requirement.

Education Requirements: Detailed information on pre-licensure and continuing education requirements for MLOs may be found in the [NMLS Resource Center](#). Licensees may review the status of their education requirements by clicking on “Composite View” and clicking the “View Education Information” link on the left of the screen. Annual compliance information (for PE and CE) will be displayed on this page. If the current or previous year is not displayed, then you are not yet compliant for pre-licensure education and/or annual continuing education. Licensees can review progress toward completing education requirements by clicking the “compliance type” drop-down menu and then choose a year from the dropdown menu. After doing this the requested course completion record will be displayed. The course completion record lists the hours of education required by topic as required by the SAFE Act, the hours which have been completed, as well as current compliance status. If the required numbers of hours in a subject area have not yet been completed, the category will show as “Non-Compliant.”

At the bottom of the course completion record is a listing of every course which has been reported to NMLS as being completed for the year. Information such as the date the course was completed, the date the course completion was reported to NMLS, the number of hours of the course, as well as the course type.

A. General Instructions for Registering and Paying for the SAFE MLO Test

Requirements – In order to select and pay for the SAFE Mortgage Loan Originator Test, an individual must have a NMLS Unique ID. Applicants and licensees should consult the MLO Testing Handbook on the NMLS Resource Center for detailed instructions.

NON-DISCLOSABLE EVENTS AND REGULATORY ACTIONS

If a Regulatory Action is posted in NMLS with the Privacy Level of “All Regulators,” and noted¹ as a non-disclosable action, the non-posting state regulator shall not require the action to be disclosed in other parts of the system or included in their exam findings or reports or otherwise be made available to non-regulators through NMLS.

If a non-posting state regulator feels any Regulatory Action, with the Privacy Level of “All Regulators,” should be reported in other parts of NMLS or included in exam findings or reports, they must contact the posting state regulator to discuss further. The non-posting state regulator shall defer and take no action contrary to the posting state regulator when it comes to requiring further disclosure of these events.

¹ This could be noted in the *Description of Action* field, *Regulator Notes* field, *External Notes* field, or in the supporting documentation included with the Regulator Action.

GLOSSARY

EXPLANATION OF TERMS

ACCESS – Indicates a company's ability to view, file, or maintain an Individual Form (MU2) or Individual Licensing Form (MU4) on behalf of an individual. Individuals must provide a company with access to their record for the company to file or maintain their record, or to create a relationship or sponsorship.

AFFILIATE – An organization that is under common control with the applicant

AGENCY FEE INVOICE (AFI) – This functionality permits state agencies to invoice current, pending, and past relevant company, branch and individual licensees for various fees through NMLS. Licensees can pay agency invoices through the current NMLS payment process. When an invoice is created, the System places a license item on the license that is linked to the invoice. State agency users also can modify the license item to add additional information. The license item is cleared when payment has been processed, or the regulator cancels the invoice.

APPLICANT – The entity applying or amending information on this form. The only instance in which the *applicant* is an individual is in the case of a sole proprietorship or applying for licensure view the Individual Licensing Form (MU4).

AUDITED FINANCIAL STATEMENT – A financial statement that has been audited and represents all components of a financial statement including balance sheet, cash flow statement, and income statement.

AUTHORIZED AGENT/DELEGATE – An entity designated by a licensee to provide money services on behalf of the licensee. This may include company owned branch locations. This relationship is often formalized through an agreement/contract between the licensee and agent.

BUSINESS ACTIVITY - A generic, non-legal definition of a financial services activity that reasonably describes the activity. No activity can be covered by more than one definition.

CHARGED – Being accused of a crime in a formal complaint, information, or indictment (or equivalent formal charge).

CIK NUMBER (CENTRAL INDEX KEY) – A unique identifier assigned by the SEC to companies who file disclosure documents with the SEC. This number is reported on Company 10K filings as required for publicly traded companies. Some states alternatively refer to this number as the 10K Id number. However, the 10K Id number is a filing identifier for the 10K filing and is not used to uniquely identify a Company.

COMMERCIAL PURPOSES: Any business activity primarily engaged in for purposes other than personal, family or household.

CONSOLIDATED FINANCIAL STATEMENT – Audited financial statements of a group

(parent and all its subsidiaries) presented as those of a single entity.

CONSOLIDATED SCHEDULES – Audited or unaudited financial statements for a subsidiary as included in the parent company’s consolidated financial statement.

CONTROL – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any *person* that (i) is a general partner or executive officer, including Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Chief Legal Officer, Chief Credit Officer, Chief Compliance Officer, director, and individuals occupying similar positions or performing similar functions; (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; (iii) in the case of an LLC, Managing Member; or (iv) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

CONTROL AFFILIATE – A partnership, corporation, trust, LLC, or other organization that directly or indirectly *controls*, or is *controlled* by, the *applicant*.

This includes companies that are “up or down the ownership ladder.” In effect, this requires applicants to only disclose for relationships that go up (parent and grandparent) or those that go down (subsidiary) but not for those relationships that go sideways (brother and sister).

An applicant or licensee must disclose for companies that “go up” the ownership “ladder” until reaching the last individual owner, a publicly-traded entity, or a bank or bank holding company regulated by a Federal banking regulator, such as the Federal Reserve, the Office of the Comptroller of the Currency (OCC), the Consumer Financial Protection Bureau (CFPB) the Federal Deposit Insurance Company (FDIC), or the National Credit Union Association (NCUA). No barrier going down the “ladder.”

CONTROL PERSON – An individual (natural person) named that directly or indirectly exercises *control* over the *applicant*. (see definition of control)

ENJOINED – Includes being subject to a mandatory injunction, prohibitory injunction, preliminary injunction, or a temporary restraining order.

ENTITY – A company, branch, or an individual with a record in the system.

FELONY – For states that do not differentiate between a felony and a misdemeanor, a felony is an offense punishable by a sentence of at least one year imprisonment and/or a fine of at least \$1,000. The term also includes a general court martial. If your state already differentiates, use your state’s definition and label.

An individual on probation would still be required to disclose. Consult state licensing requirements to determine whether an individual on probation for a felony is eligible for licensure in your state.

FINANCIAL SERVICES OR FINANCIAL SERVICES RELATED – Pertaining to securities, commodities, banking, insurance, consumer lending, consumer financial product(s) or service(s), money services businesses, consumer debt management or real estate (including, but not limited to; acting as or being associated with a bank or savings association, credit union, Farm Credit System institution, mortgage lender, mortgage broker, real estate salesperson or agent, appraiser, closing agent, title company, escrow agent) payday lender, money transmitter, check casher, pawnbroker, collection agent, debt management company or title lender.

FINANCIAL STATEMENT – The generic reference to a financial statement, either audited or unaudited. The financial statement may contain one or more components: balance sheet, cash- flow statement, statement of income, etc.

FINANCIAL STATEMENT CLASSIFICATION – The type of financial statement required by a state regarding one of the following designations (**shown in highest to lowest ranking stringency as they appear in the system**):

- Audited
- Unaudited (reviewed)
- Unaudited (compiled)
- Unaudited

FINANCIAL STATEMENT PERIOD END DATE – The period end date that corresponds to the Financial Statement Filing. This date should correspond to the classification of the financial statement and the Fiscal Year End of the Company.

FINANCIAL STATEMENT PERIOD TYPE – Represents the period to which the Financial Statement Filing pertains relative to the Fiscal Year (e.g. annual, quarterly or year-to-date). The Period Type qualifies the Financial Statement Filing in conjunction with the Fiscal Year.

FISCAL YEAR – Any 12-month period a company uses for accounting purposes.

FISCAL YEAR END – The last day of a 12-month accounting period.

FINANCIAL CONDITION – The component of an MCR which gathers the filing entity's financial data at a corporate level. The FC may be Expanded (E-FC) or Standard (S-FC).

FOREIGN FINANCIAL REGULATORY AUTHORITY – Includes (1) a *financial services* authority of a foreign country; (2) other governmental body empowered by a foreign government to administer or enforce its laws relating to the regulation of *financial services* or *financial services-related* activities; and (3) a foreign membership organization, a function of which is to regulate the participation of its members in *financial services* activities listed above.

FOUND –

Includes:

- adverse final actions
- consent decrees/orders in which the respondent has neither admitted nor denied the findings

Does not include:

- agreements
- late fees
- deficiency letters
- examination reports
- memoranda of understanding
- letters of caution
- admonishments, or
- similar informal resolutions of matters.

“Settlement” often falls under the “included” category like consent decrees and final actions. However, in jurisdictions that use “settlement” to be synonymous with “agreement” such settlements would fall under the “not included” batch with other agreements. One possibility that may be relevant in determining where a “settlement” fits in your jurisdiction is to the determination of whether it is a public record or not. In this analysis, if it is a public record then it should be included and if it is not a public record, it should not be included.

INVOLVED – In connection with the Disclosure Questions, the term involved means, doing an act or omission or aiding, abetting, counseling, commanding, inducing, conspiring with, or failing to reasonably supervise another in doing an act or omission.

JURISDICTION – A state, the District of Columbia, the Commonwealth of Puerto Rico, or any subdivision or regulatory body thereof.

KEY FINANCIAL DATA – Numeric values of Assets, Liabilities, and Owners’ Equity to be entered into the system by the company in conjunction with submitting a Financial Statement filing that is classified as an Annual/Initial statement.

NET WORTH (OWNERS’ EQUITY) – The amount by which assets exceed liabilities calculated according to Generally Accepted Accounting Principles (GAAP).

MISDEMEANOR – For states that do not differentiate between a felony and a misdemeanor, a misdemeanor is an offense punishable by a sentence of less than one year imprisonment and/or a fine of less than \$1,000. The term also includes a special court martial. If your state already differentiates, use your state’s definition and label. (Also see “felony.”)

Company Form (MU1) Disclosure question (B)(1) is limited to “a misdemeanor involving: financial services or a financial services-related business or any fraud, false statements or omissions, theft or any wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses”

For purposes of disclosure questions in NMLS omit irrelevant misdemeanors, including, but not limited to, traffic violations, non-fraud related violations, etc.

ORDER – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; does not include special stipulations, undertakings or agreements relating to payments, limitations on activity, or other restrictions unless they are

included in an order.

Orders include temporary and permanent Cease and Desist Orders.

Orders that must be disclosed are limited in Disclosure Question (C)(4) to orders directed to applicant or control affiliate. See definitions of control affiliate to understand the extent of required disclosures in this regard.

PERSON – An individual, partnership, corporation, trust, LLC or other organization.

PROCEEDING – Includes a formal administrative or civil action initiated by a governmental agency, self-regulatory organization, or a foreign financial regulatory authority; a felony criminal indictment or information (or equivalent formal charge); or a misdemeanor criminal information (or equivalent formal charge). The term does not include other civil litigation, investigations, or arrests or similar charges affected in the absence of a formal criminal indictment or information (or equivalent formal charge).

QUALIFYING INDIVIDUAL – A person that must meet certain requirements and is responsible for the actions of the company. Different terms are used in different states, such as Qualified Person in Charge or Managing Principal. The individual may be the branch manager in some cases if they meet the state's requirements.

RELATIONSHIP – A company's indication that the individual being employed by the company or having a contract to work for the company. It represents the relationship between the company and the individual and does not require approval by any regulator.

RESIDENTIAL MORTGAGE LOAN ACTIVITY REPORT (RMLA) – The component of an MCR which gathers the filing entity's information at a state level, except for the Lines of Credit information which is collected at a company level. The RMLA may be expanded (E-RMLA) or standard (S-RMLA).

SELF REGULATORY ORGANIZATION (SRO) – Non-governmental organization that has the authority or power to create and enforce industry regulations and standards.

SETTLEMENT SERVICES – The same as defined in the federal Real Estate Settlement Procedures Act (RESPA) 12 U.S.C Sec. 2601 et seq., Regulation X, 24 C.F.R. Part 3500 et seq including:

- Title searches
- Title examinations
- The provision of title certificates
- Title insurance
- Services rendered by an attorney
- Preparation of documents
- Property surveys
- The rendering of credit reports or appraisals
- Pest and fungus inspections
 - Services rendered by a real estate agent or broker

- The origination of a federally related mortgage loan (including, but not limited to, the taking of loan applications, loan processing, and the underwriting and funding of loans)
- The handling of the processing and closing or settlement.

SPONSORSHIP – A company's indication that the individual will conduct business under a specific license/registration for the company. Only a company user may request sponsorship of the individual's license(s), and the company must already have an established relationship with the individual in the system. License sponsorship must be approved by the regulator.

STATE REGULATORY ACTION (SRA) – An action that includes public disciplinary and enforcement regulatory actions brought against a Company, Individual and posted by a state regulator in NMLS.

TEMPORARY AUTHORITY TO OPERATE – Temporary Authority to act as a loan originator permits: 1) qualified MLOs who are changing employment from a depository institution¹ to a state-licensed mortgage company, and 2) qualified state-licensed MLOs seeking licensure in another state, to originate loans while completing any state-specific requirements for licensure such as education or testing.

TRUST ACCOUNT – A fiduciary arrangement whereby funds or assets are held for the benefit of another party.

UNAUDITED FINANCIAL STATEMENT – One or more components of a financial statement (balance sheet, cash flow statement, income statement) that has not been audited.

UNAUDITED (COMPILED) FINANCIAL STATEMENT – An unaudited financial statement for which the financial data has been assembled by a CPA or equivalent but not reviewed for accuracy.

UNAUDITED (REVIEWED) FINANCIAL STATEMENT - An unaudited financial statement for which the financial data has been reviewed for accuracy by a CPA or equivalent.

LICENSE STATUS DEFINITIONS

A current list of license statuses that are used within NMLS can be found on the [NMLS Resource Center](#). Please note that some statuses may have one or more uses or definition variations, so it is important to consult with the jurisdiction that set the license status if you have a specific question.

BUSINESS ACTIVITIES DEFINITIONS

Business Activities are generic, non-legal definitions of a financial services activity that reasonably describes an activity permitted by a state, and therefore the definitions may not be comparable with state statutory definitions. No activity can be covered by more than one definition.

When applying for a license, applicants should review all Business Activities and make sure to select all that they intend to perform under their business model.

A current list of Business Activities can be found on the [NMLS Resource Center](#).

Appendix 1

Addressing inconsistency between licensee's NMLS record and state files during Transition

The One Record concept poses issues for licensees and regulators during Transition. Transition is the submission of a license request by an existing licensee through NMLS to the state regulator. It is possible the attested Company, Branch, or Individual Form submitted by a licensee through NMLS may not match the information a state regulator has on file with regards to that licensee.

Regulators may place a license item on the entity's record and request additional information.

Licensees cannot be expected to submit false information initially merely to match a state's information on file for two reasons:

- a. Licensees are required to legally attest to the accuracy of the information with each submission.
- b. A licensee's NMLS record may have already been accepted in another state. Any change they make would change that other state's license information.