



NMLS POLICY GUIDEBOOK

Updated: July 15, 2026

NMLS Policy Guidebook

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INTRODUCTION & PURPOSE

The goal of NMLS is to improve consumer finance, debt, fiduciary services, money services and mortgage 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 collects information from applicants ("data"). The data required is captured in various forms; namely:

- 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, fiduciary services, money services businesses and mortgage.

Business activities drive license types in the System. Business activity detail applies to NMLS and SES.

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. An individual should ensure that this information is entered accurately upon establishing an individual account. If the DOB or SSN is entered incorrectly the individual must contact the NMLS Call Center¹ 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.



Creating an individual account establishes a permanent record in NMLS. Individual records are NOT to be created for training purposes.

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.



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 should NMLS 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*². 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.

² 12 U.S.C. § 5101, *et. Seq.*

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 System³, 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 E “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.

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.

³ See Appendix 1 for license transition information

Industry users of the System must agree to the Industry Terms of Use⁴: 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 by visiting the Licensing Checklists, Requirements and Fees 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 in which they are licensed.

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.

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,

⁴ The Industry Terms of Use which governs industry's use of the System can be accessed on the "NMLS System Policies and Terms of Use" page on the Resource Center.

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 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), 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.

CONSUMER ACCESS



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.

The current business activities list and definitions are in Appendix 2 herein.

REQUEST LICENSE

The Request/Transition License(s) screen identifies the license/registration types available based on the business activities (see Appendix 2) 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.

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](#)

	Existing License Number (for Transitions only)
☐ Mortgage Broker License	Kentucky
☐ Mortgage Company License	Kentucky

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

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For additional information, please visit the [NMLS Resource Center](#). For help with NMLS, please contact the NMLS Call Center at (844) 360-4444.



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.

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.

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

[Company \(MU1\)](#)
[Branch \(MU3\)](#)
[Individual](#)
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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

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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 (EIN), 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 Corporation, 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.



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State: State

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Identifying Information

General Mortgage Co. (E189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Entity name and EIN:

Entity Name: General Mortgage Co.

EIN/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:

City:

State:

Country / Province:

Postal Code:

Business phone, fax and email address:

Business Phone: 999-999-9999-9999

Toll-Free Number (for consumers): 999-999-9999-9999

Fax Line: 999-999-9999

Email Address:

Mailing address:

Main Address

PO Box or Number & Street:

City:

State:

Country / Province:

Postal Code:

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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For additional information, please visit the [NMLS Public Portal](#) | For help with navigating please contact the NMLS Call Center at 1-877-305-4344

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.

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

General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT. Total Charges: \$2,000.00

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:



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

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, consult state licensing requirements for additional information.

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 'Web Addresses' highlighted. The main content area is titled 'Web Addresses' and displays information for 'General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.' The form includes a 'Website Address' field, a question 'Is your company accepting applications or transacting business through this website?' with 'Yes' and 'No' radio buttons, and a 'Total Charges: \$2,000.00' label. The bottom of the page contains a small disclaimer about the NMLS system and its use.

CONTACT EMPLOYEES

Applicants and licensees are required to submit a primary company contact and a primary consumer complaint contact. The primary company contact is provided as part of the company account creation process. The person so designated will appear in the company MU1 form. 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). State licensing requirements should be consulted to determine if additional contacts are required.

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.

Contact Employee Information

General Mortgage Co. (8189) 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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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, Industry Type(s), States, and Comments. The Company Information section includes fields for Company Name, First Name, Last Name, and a "Copy Main Address" button. The Business Address section includes fields for Business Address, City, State, Country/Province, Postal Code, Business Phone, Fax Line, and Email Address. The Industry Type(s) section includes checkboxes for Mortgage, Debt, Consumer Finance, and Money Services. The States section includes a grid of checkboxes for various states, with a "Select all" button. The Comments section includes a text area for comments, with a note "(Please limit your text entry to 512 characters.)". The form is saved and canceled buttons are at the bottom.

General Mortgage Co. (S189) MU1 filing created 6/5/2012 by RyanT.

Total Charges: \$2,000.00

Provide the information requested below for the records custodian maintaining records for the company. 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 the company, use the Comments field to indicate the types of records this custodian maintains.

Company:
First Name:
Last Name:
 Main Address

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

States:

☐ 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.)

NMLS (NMLS) is a registered service mark of the National Automated Clearing House Association (NACHA). For additional information, please visit the NMLS website at www.nmls.org. For help with NMLS, please contact NMLS Customer Support at 1-800-368-4444.

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, this section may be skipped.

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 'Approvals and Designations' 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 form is for 'General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.' and shows a 'Total Charges: \$2,000.00'. The form includes sections for providing information on current approvals/designations, with checkboxes for Federal Housing Administration (FHA) Approval, Ginnie Mae approved Issuer/Service, Fannie Mae approved Seller/Service, Freddie Mac approved Seller/Service, Veterans Administration (VA) Approved Lender, and FinCEN Registration. It also includes checkboxes for Uniform Debt-Management Services Act Accreditation, Guaranteed Rural Housing (GRH) Approval, and Other Approval/Designation. Below these are two questions: '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?'. Both questions have 'Yes' and 'No' radio buttons and a text area for 'yes' responses. 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.

You are currently:

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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 ☐ TrustPrimary

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

Cancel

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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 shows the NMLS Legal Status amendment form for General Mortgage Co. (8189). The form is titled "Legal Status" and includes a header with the NMLS logo and navigation tabs. The left sidebar lists various menu items, with "Legal Status" highlighted. The main content area contains the following fields and options:

- Fiscal year end (MM/DD):** 12/31
- Formation State:** North Carolina
- Formation Country / Province:** United States
- Date of formation:** 10/10/2008
- If publicly traded, please insert stock symbol:**
- Indicate legal status:**
 - ☒ Corporation
 - ☐ Limited Liability Company
 - ☐ Not For Profit Corporation
 - ☐ Partnership
 - ☐ Sole Proprietorship
 - ☐ Other
- If legal status is Other, then briefly describe:**

At the bottom of the form, there is a "Save" button and navigation links for "Previous" and "Next". The total charges for the amendment are listed as \$2,000.00.

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 section⁵:

- (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



An applicant or licensee must disclose ownership of the company 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). This is sometimes referred to as “going up” the ownership “ladder.”

Affiliates and subsidiaries include companies that are “up or down the ownership ladder.” Applicants need 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).

⁵ 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.

NMLS Guidebook—Updated: July 15, 2026
FOR GUIDANCE ONLY

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).

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:

DISCLOSURE QUESTIONS

The company disclosure questions are found in Appendix 3. 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

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 RyanT. The form is titled "Disclosure Explanations" and includes a sidebar with navigation links. The main content area contains the following sections:

- General Mortgage Co. (8189) MU1 filing created 6/5/2012 by RyanT.** (Total Charges: \$2,000.00)
- Event Explanation Detail**
 - Brief Description of Explanation: [Text Field]
 - Disposition: [Dropdown Menu]
 - Provide Description only if Disposition is "Other": [Text Field]
 - Event Explanation Detail (Required): [Text Area]
- Applicable Questions**
 - Check the box(es) next to the appropriate disclosure question(s) below that apply to the explanation you are providing.
 - Explanation Provided For: [Table with columns for Current Response and Question(s)]
 - Regulatory Action Disclosure**
 - (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?
 - Yes []
- Supporting File**
 - You can include a supporting PDF file (not exceeding 8 MB) with this explanation by clicking **Browse**, selecting the file, and clicking **Save**. Only one file is allowed per explanation. If you have multiple documents they must be combined in a single file. Only documents related to the event described above should be included in the file.
 - File: [Text Field] **Browse**
 - Save** **Cancel**

At the bottom of the form, there is a small copyright notice: "©2012 CFPB | All Rights Reserved | CFPB is a trademark of the Consumer Financial Protection Bureau | [Privacy Policy](#) | [Download PDF Forms](#) | For additional information, please visit the [NMLS Resource Center](#) | For help with navigating please contact NMLS Customer Care 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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[COMPOSITE VIEW](#)
[RENEWALS](#)
[ADMIN](#)
[REPORTS](#)
[HOME](#)

[Resource Center](#)

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

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](#)
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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

Save

Cancel

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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.

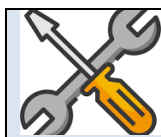
Note: Sections completed throughout the Company Form (MU1) assist in the completion of the Individual Form (MU2). The Individual Form (MU2) filing(s) is created based on the designated Control Persons and Qualifying Individuals. The individuals must attest to the Individual Form (MU2) prior to submitting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

The screenshot displays 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 Ryan T. The main content area is titled "Indirect Owners" and shows a filing for "General Mortgage Co. (8189)" created on 6/5/2012 by Ryan T. The form includes instructions for providing information on indirect owners, with examples of ownership types (partner, trustee, indirect owner, shareholder, etc.). It also includes fields for Entity ID (14909), Full Legal Name (Tabor, Tobey), Ownership Type, Equity Owner in Which Interest is Held, and Percentage of Ownership. There are radio buttons for "Control Person" (Yes/No) and "Individual or Company" (Company/Individual). The form has "Save" and "Cancel" buttons at the bottom. A sidebar on the left lists various system functions like Business Activities, License/Registration Information, and Indirect Owners. A footer note mentions copyright information for NMLS.

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, created on 5/5/2012 by RyanT. The form is titled "Qualifying Individuals" and includes a "Total Charges: \$2,000.00" indicator. The form is divided into several sections: "Entity ID: 14909", "Full Legal Name: Tabot, Tobey", "Title:", "Business Address:", "City:", "State:", "Country / Province:", "Postal Code:", "Industry Type(s)", and "State(s)". The "Industry Type(s)" section includes checkboxes for Mortgage, Debt, Consumer Finance, and Money Services. The "State(s)" section includes a grid of checkboxes for all 50 states and the District of Columbia, with "select all" and "deselect all" links. The form is currently in the "Qualifying Individuals" section, which is highlighted in the left sidebar. The bottom of the form has "Save" and "Cancel" buttons.

Qualifying Individuals

General Mortgage Co. (8189) MU1 filing created 5/5/2012 by RyanT. Total Charges: \$2,000.00

Provide the information requested below for the Qualifying Individual, including applicable Industry Type(s) and State(s). In addition an [MU2 form](#) must be completed for each Qualifying Individual.

Entity ID: 14909
Full Legal Name: Tabot, Tobey

Title:
Business Address:
City:
State:
Country / Province:
Postal Code:

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

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

☐ 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](#) [Cancel](#)

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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. State licensing requirements should be consulted as to when items should be submitted.

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 (Appendix 4) 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, consult the 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; consult the state's Amendment Checklist for the appropriate license.

Deletion of Uploaded Documentation

NMLS stores all documents that have been uploaded as part of a 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

- Additional Requirement(s)
- Advanced Change Notice
- Alternate Security Device
- AML/BSA Policy
- Business Continuity Plan

- Business Continuity Plan Operational Status Report
- Business Plan
- 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
Bank Accounts
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 [Add](#) to upload a new document.

[Logout](#) | [Collapse](#)

AML/BSA Policy (1)

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

Business Plan (1)

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!

Certificate of Authority/Good Standing Certificate (1)

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	

Document Samples (1)

[Document Samples \(1\)](#)

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 is a sidebar menu with various options like Business Activities, Request License, License/Registration Information, etc. The main content area is titled 'Attest and Submit' and shows a filing for '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, it says 'All completeness checks are clear. You can attest to the filing below for submission.'

There's a table for charges:

Subject	Fee Type	Amount
Total Charges		\$0.00

The main 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:'

It lists five points of attestation:

- (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.

It also includes a statement: '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's 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.

At the very bottom, there's a small footer with copyright information: '©2012 SRR | All Rights Reserved | SRR is a trademark of the State Regulatory Registry | Privacy Policy | Download PDF Page'.

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.

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, each individual 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 Form⁶. 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.

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.

⁶ See the Owner Section of Chapter II herein for control person requirements.

INDIVIDUAL IDENTIFYING INFORMATION

Personal Information

- One should enter their full legal name as shown on a government-issued ID. A Real ID is preferred.
- Should an individual's legal name include a middle name, but the government-issued ID does not include a middle name, the individual's middle name as found on their birth certificate or other legal documentation should be included 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. Likewise, if the middle name is represented by an initial on the form of identification provided, the individual may be required to produce a birth certificate or other legal documentation to evidence the 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.
- In the case of a foreign individual the following documents may be used in lieu of a Real ID:
 - Work Visa
 - National Identity Card
 - Passport
 - Permanent Resident Card
- 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 ID⁷, a copy of a marriage certificate, a divorce decree, a 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:

⁷ 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 or if the Real ID does not include the individual's middle name, additional documentation may be required by a state.

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.

Note: If an individual's 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. Consult state licensing requirements checklists to determine if you must submit documents for a legal name change.

Contact Information

Mailing Address

The individual's home mailing address is 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.

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 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 an individual selects "Yes" completion of the **Other Business** section (see below) will be required.

QA1 Environment - Release 2023.05 - Build 4/13/2023 12:05:26 PM

Logged in as SmithSB333 [Logout](#) [nmis@nmsa.nm.gov](#) [Help](#)

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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: [Maynone](#)
 Country / Province of Birth: [United States](#)
 US Citizen: ☒ Yes ☐ No
 State of Government Issued Identification: [Florida](#)
 Government Issued Identification Number: xxx9999 [View: EOI](#) (where, numbers, spaces and dashes only)
 Passport Issuing Country: [United States](#)
 Passport Number: xxx9999 [View: EOI](#) (where, numbers, spaces and dashes only)

Contact Information:

Business Phone: [311-555-1000](#) [311-555-9999](#)

OTHER NAMES

Individuals are required to provide any names other than their legal name used since the age of 18, either personally or professionally. Examples include nicknames, aliases, initials, names used on business cards or advertisements, and names used before or after marriage and any names used on legal documents should they differ from your legal name.

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 filing created on 6/5/2012 by RyanT. The form is titled 'Other Names' and includes a header bar with the NMLS logo and navigation tabs: 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 contains a section for 'Enter your other name below and click Save.' with input fields for First Name, Middle Name, Last Name, and Suffix. A 'Total Charges: \$2,000.00' is displayed in the top right corner. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The footer of the page includes the NMLS logo and a disclaimer: 'NMLS is a registered trademark of the NMLS System, Inc. All rights reserved. NMLS is a trademark of the NMLS System, Inc. For additional information, please visit the NMLS System, Inc. website at www.nmls.org or call 1-800-368-4444.'

RESIDENTIAL HISTORY

Applicants or licensees must list all addresses where they have resided for at least the last 10 years, without gaps.

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.

 Resource Center

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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:

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

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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)⁸ 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

⁸ 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. In doing so one must 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 be a licensed or registered location.

If a Company Relationship was created for an MU2 individual who is not an employee, the relationship will still display as an employment record on the MU2 Employment History. A company may use the Position/Title field in the relationship to clarify that this individual is not an employee.

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](#)

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Employment Record

Tobey Tabor (14909) MU2 filing created 6/5/2012 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/YY/YY)
 ☐ Check here if this is your current employer.

To:

(MM/YY/YY)
 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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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 “Other Business Activities” the individual is required to provide information in the Other Business Section about that business. The name of the business, whether it is financial services related or not, 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.

Note: Non-financial services-related activity that is exclusively charitable, civic, religious, or fraternal and is recognized as tax exempt need not be listed as Other Business.

DISCLOSURE QUESTIONS

The individual disclosure questions are found in Appendix 5 herein. 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. Any “Yes” response requires an explanation.

A separate explanation for regulator review should be provided for each event related to a disclosure question. Each explanation should include all details related to a single event. (i.e. not multiple explanations related to the same event). Within each explanation, if the state requires supporting documentation, all documents pertain to that single event should be included in a single PDF. i.e. do not create multiple explanations, just so you can upload multiple PDFs.



Some states may require companies to provide supporting documentation for “yes” responses. Consult state specific licensing requirements for this information.

Multiple explanations and hence more than one pdf may be provided if multiple events are related to a single question.

Explanations to “No” responses are optional. If an individual chooses to upload an explanation in connection with a “No” response, they can do so in the last Disclosure Question subsection.

Consult Appendix 6 – Disclosure Explanations Reference Guide for additional 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. The update should state why the response was changed.

Control Questions

Individuals will be asked if they currently exercise control, or if they have ever exercised control over an organization. If the answer is “Yes” the individual will be required to answer the control questions that relate to activities that occurred while the individual exercised control over the organization. If an individual answers the question with a “No”, the control questions will be marked by the System as N/A (not applicable).



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.

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.

Any foreclosure action that has been initiated, regardless if the action is considered final, must be disclosed.

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 Explanations Reference Guide (Appendix 6) 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 more than three years old, 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 checklist compiler 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 users to upload and submit PDF documents to regulators. The Document Upload Descriptions & Examples Guide (Appendix 4) 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, consult 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 Memorandum of Tax Certificate, only a tax certificate document related to the individual should be provided).

Deletion of Uploaded Documentation

NMLS stores all documents that have been uploaded as part of 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	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	MA - Memorandum to Tax Certification.pdf	Massachusetts	New	11/8/2017 9:57:21 AM	OBrienL	Tax certification for loan origination.

[Add](#)

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

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 requesting a credit report, a checkbox for "Request a new credit report," and an "IMPORTANT NOTICE" regarding security freezes. The form has "Previous" and "Next" navigation buttons and a "Save" button. The footer includes copyright information for the NMLS System.

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

Logged in as RyanT | [Logout](#)

Credit Report Request

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

Total Charges: \$2,000.00

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 licenseregistration with
- ii. Are requesting a licenseregistration 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 licenseregistration with
- ii. Is requesting a licenseregistration 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.

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For additional information, please visit the [NMLS Resource Center](#) | For help with navigating please contact the NMLS Call Center at 844-390-4444.

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.

NMLS Resource Center

Individual | Company Access | Company Relationships Logged in as TaborT | Logout

Attest and Submit

Tobey Tabor (14909) MU4 filing created 4/30/2012 by TaborT.

- ⚠ 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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For additional information, please visit the [NMLS Resource Center](#) | For help with navigation please contact the NMLS Call Center at (240) 395-4444.

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.

Branch Information Shown In Consumer Access

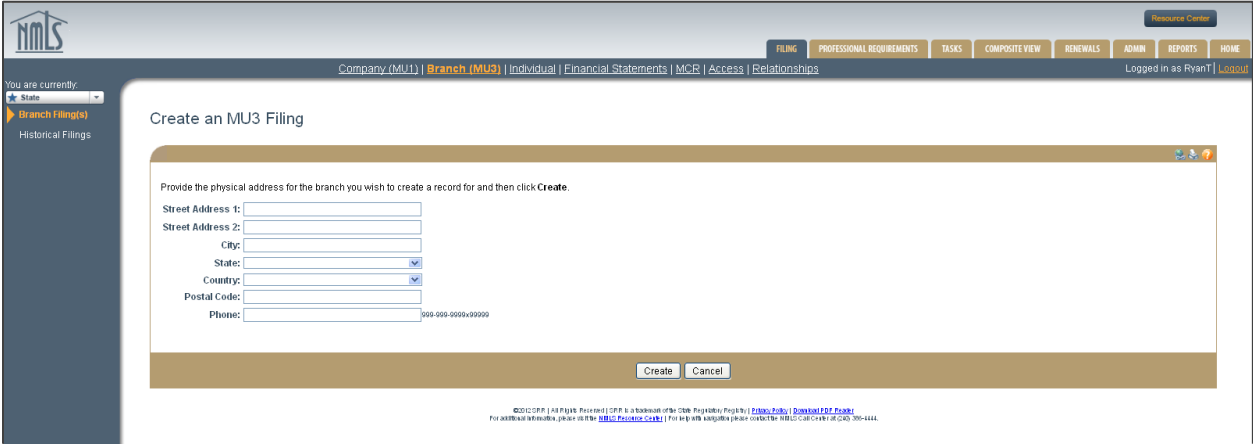


NMLS Unique ID
Entity Name
License # by Jurisdiction
License status by Jurisdiction
Branch Address (City, State, Zip)
Branch Phone and Fax
Other and Prior Trade Names
Web Address
Branch Manager Name
Branch's Authorization to Conduct Business

CREATE A BRANCH (MU3) FILING

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

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 user is currently in the 'Branch (MU3)' section. The left sidebar shows the user is logged in as 'RyanT' and provides 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' (a dropdown menu), 'Country' (a dropdown menu), 'Postal Code', and 'Phone'. Below the form are 'Create' and 'Cancel' buttons. At the bottom of the page, there is a small copyright notice for the NMLS system.



When creating a new branch location, the information cannot be duplicative of any other branch information.

Only one branch filing is allowed for a physical address.

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 Appendix 2 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
☐ Consumer Credit License	Alabama
☐ Mortgage Brokers License	Alabama

[Next](#) [Cancel](#)

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

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

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

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.



A branch license will not be issued if the company does not have the license.

IDENTIFYING INFORMATION

The screenshot shows the NMLS Identify Information form for General Mortgage Co., Washington, DC Branch (38988). The form is titled "Identifying Information" and includes a sidebar with navigation links. The main content area contains three sections: Main address (Do not use a PO Box), Mailing address, and Business phone, fax and email address. The Main address section includes fields for Number & Street, City, State, Country / Province, and Postal Code. The Mailing address section includes a "Copy" button, a "Main Address" button, and fields for PO Box or Number & Street, City, State, Country / Province, and Postal Code. The Business phone, fax and email address section includes fields for Business Phone, Fax Line, and Email Address. The form also displays "Total Charges: \$0.00" and a "Save" button at the bottom.

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 (39988) 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](#)

☐ 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 Cancel

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.

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

Note: Some states restrict usage of other trade names. State licensing requirements should be consulted.

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 'Save' button. The form also displays the Entity ID (14909), Name (Tabor, Tobey), and Industry Type(s) (Mortgage, Debt, Consumer Finance, Money Services).

For each branch location, a Branch Manager shall be identified. 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 displays the NMLS (National Mortgage Licensing System) web interface. The main heading is "Web Addresses". Below it, a brown banner identifies the entity as "General Mortgage Co., Washington, DC Branch (38998) MU3 filing created 6/27/2012 by RyanT.". To the right of the banner, it says "Total Charges: \$0.00". The form contains a text input field for "Website Address:" and a question: "Is your company accepting applications or transacting business through this website?" with radio buttons for "Yes" and "No". At the bottom of the form are "Save" and "Cancel" buttons. The left sidebar lists various navigation options, with "Web Addresses" highlighted. The top of the page features a navigation bar with links such as "FILING", "PROFESSIONAL REQUIREMENTS", "TASKS", "COMPOSITE VIEW", "RENEWALS", "ADMIN", "REPORTS", and "HOME".

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. The licensee must also list the name of the individual at this location that should be contacted with inquiries about the books and records 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: 999-999-9999-9999

Fax Line: 999-999-9999

Email Address:

Industry Types:

☐ Mortgage ☐ Debt

☐ Consumer Finance ☐ Money Services

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

☐ 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 to determine if a “Yes” answer to any of these questions requires the submission of items outside the system.

Operation Information

General Mortgage Co., Washington, DC Branch (38988) MU3 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](#)

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

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EXPENSE INFORMATION

The screenshot shows the NMLS (Nationwide Multistate 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 Ryan T. The left sidebar lists various menu items, with 'Expense Information' highlighted. The main content area is titled 'Expense Information' and displays details for 'General Mortgage Co., Washington, DC Branch (38988) MU3 filing created 6/27/2012 by Ryan T.'. It includes a 'Total Charges: \$0.00' indicator. The form prompts the user to provide contact information for the party responsible for expenses or with a financial ownership/liability interest. Fields include Full Legal Name, Business Address, City, State (dropdown), Country/Province (dropdown), Postal Code, and Business Phone. A 'Separately Licensed?' section has radio buttons for 'Yes' and 'No'. An 'Explanation' text area is provided for further details. 'Save' and 'Cancel' buttons are at the bottom. A small disclaimer at the very bottom states: 'NMLS eCFP is an eCFP. eCFP is a trademark of the eCFP. For additional information, please visit the NMLS eCFP website. For help with this application, please contact the NMLS eCFP help desk at 1-800-368-4444.'

If you answered “Yes” to the below question, you must provide additional information.

Other than the entity, is anyone responsible for the expenses or have a financial interest in the activities of this branch?

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 (Appendix 4) 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, consult the 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; consult 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. 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.

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

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

Document Uploads

Schultz Industries (43997) MU1 filing created 9/15/2015 by SchultzDA. HELP

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

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

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

AMU/BSA Policy (1)

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!

Business Plan (1)

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	

Certificate of Authority/Good Standing Certificate (1)

Document Samples (1)

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).

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.

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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 filing details: 'Ryan Mortgage Lending Company, Cherry Blossom, MD Branch (12479) MU3 filing created 7/20/2012 by RyanN.' 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 table shows 'Total Charges' as '\$0.00'. The main text area contains the attestation statement: '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.' A checkbox is present 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.' The 'Attest and Submit' button is at the bottom of the form area. The footer contains copyright information: '©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.'

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

Resource Center

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

Logged in as RyanN | Logout

Attest and Submit

Ryan Mortgage Lending Company, Cherry Blossom, MD Branch (12479) MU3 filing created 7/20/2012 by RyanN.

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 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.

☐ 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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Chapter V - NMLS INDIVIDUAL LICENSE FORM (MU4)

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 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

Individual Information Shown In Consumer Access



NMLS Unique ID
Name (First, Middle, Last, Suffix)
Business Phone, Fax
Indication as to whether the individual is engaged
in other businesses as director, owner, employee, etc.
Other Names
Employment History
License # by Jurisdiction
License status by Jurisdiction
Sponsorship for License
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 IDENTIFYING INFORMATION

Personal Information

- One should enter their full legal name as shown on a government-issued ID. A Real ID is preferred.
- Should an individual's legal name include a middle name, but the government-issued ID does not include a middle name, the individual's middle name as found on their birth certificate or other legal documentation should be included, 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.
- In the case of a foreign individual the following documents may be used in lieu of a Real ID:
 - Work Visa
 - National Identity Card
 - Passport
 - Permanent Resident Card
- 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 ID², copy of a marriage certificate, a divorce decree, a 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.

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.

Note: If an individual's 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. Consult state licensing requirements to determine if you must submit documents for a legal name change.

Contact Information

Mailing Address

The individual's home mailing address is required.

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

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

OTHER NAMES

Individuals are required to provide any names other than their legal name used since the age of 18, either personally or professionally. Examples include nicknames, aliases, initials, names used on business cards or advertisements, names used before or after marriage and any names used on legal documents should they differ from their legal name.

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 for at least the last 10 years, without gaps.

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)⁹ 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

⁹ 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 HISTORY

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 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.

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.

Appendix 7 herein provides FAQs.



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 can be portrayed by using an “Employment Gap” entry. This is needed to verify required experience as well as to complete background checks in some states. All employment gap periods must be accounted for. An employment gap is defined as any period when an individual is not working—meaning not earning income as a W-2 employee or 1099 contractor—including but not limited to time between jobs or periods devoted to caregiving, health, sabbaticals, or education.

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 other business activities, the individual is required to provide following information in the Employment section.

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

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.

Note: Non-financial services-related activity that is exclusively charitable, civic, religious, or fraternal and is recognized as tax exempt need not be listed as Other Business.

DISCLOSURE QUESTIONS

The individual disclosure questions are found in Appendix 5 herein. Defined terms used in the disclosure questions are identified with hover text and they also appear the **Glossary - Explanation of Terms herein**.

All Disclosure Questions must be answered. Any “Yes” response requires an explanation.

A separate explanation for regulator review should be provided for each event related to a disclosure question. Each explanation should include all details related to a single event. i.e. not multiple explanations related to the same event.

Within each explanation, if the state requires supporting documentation, all documents pertain to that single event should be included in a single PDF. i.e. do not create multiple explanations, just so you can upload multiple PDFs.



Some states may require companies to provide supporting documentation for “yes” responses. Consult state specific licensing requirements for this information.

Multiple explanations and hence more than one pdf may be provided if multiple events are related to a single question.

Explanations to “No” responses are optional. If an individual chooses to upload an explanation in connection with a “No” response, they can do so in the last Disclosure Question subsection.

Consult Appendix 6 – Disclosure Explanations Reference Guide for additional 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. The update should state why the response was changed.

CRIMINAL BACKGROUND CHECK (CBC)

All new individual (MU4) license applications are required to submit a Criminal Background Check (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 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 Guide (Appendix 4) details the types of documents that can be uploaded in connection with an individual record. This document can also 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, consult the state licensing requirements checklist compiler.

Only the applicable document for the Document Type selected can be uploaded in NMLS (e.g., when selecting to upload a Memorandum of Tax Certification, only a Memorandum of Tax Certification related to the individual 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 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 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 by 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 shows 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships'. 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 indicate: 1) Public information disclosure, 2) SAFE Pre-Licensure Education requirements not met, and 3) SAFE required test components not completed. A confirmation 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) 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:'. It lists three points: A. To the best of the Company's knowledge; 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. A final statement says: '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 for '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.' and a 'Submit Filing' button.

You are currently: State

Attest and Submit

Attest and Submit

Tobey Tabor (14909) MU4 filing created 6/20/2012 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.

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.

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) 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.

☐ 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.

Submit Filing

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For additional information, please visit the NMLS Resource Center | For help with navigation please contact the NMLS Call Center at (240) 388-4444.

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.



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 MLO's position/title, the MLO's work phone and work e-mail, 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.

Data Requested through the Company Relationship

- Relationship Effective Date*
- Position/Title*
- Worker Classification (W2 Employee or Non-W2 Employee)*
- Individual's Work Phone*
- Extension
- Individual's Work Email*
- Remote Work Status*
- Is the individual's remote work location their current residence? (Yes or No)*
- Remote Work License Associations
- Location(s)*

*indicates a required field

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 remote¹⁰ status when conducting licensed mortgage loan origination activity¹¹ 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.

¹⁰ Some states use the term remote work

¹¹ See state specific requirements

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.¹²
 - 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.

Appendix 8 herein provides Work Remote FAQs.

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.

¹² This is sometimes referred to as the supervised location. An approved sponsorship in NMLS denotes that an individual's licensed activities are appropriately supervised.

Terminate a Relationship¹³

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.

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.

¹³ In the case of an inadvertent error, a company can correct the termination data within thirty days of the termination date.

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.

In accordance with the spirit of S.2155, if an MLO is licensed by one agency in a state, the MLO should be eligible for TA should they seek licensure with another agency within the same state if all requirements are met and the licensing agency agrees."

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). Consult the state licensing requirements checklists 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.

Temporary Authority FAQs found herein in Appendix 9 provide more information.

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 'Manage Filings - Financial Statements' interface. The top navigation bar includes links for 'FILING', 'PROFESSIONAL REQUIREMENTS', 'TALKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', 'REPORTS', and 'HOME'. The user is logged in as 'Ryan T'. The main content area is titled 'Manage Filings - Financial Statements' and contains two sections: 'Pending Filings' and 'Processed Filings'. The 'Pending Filings' section states 'There are no pending filings. Use the button below to create a new filing.' The 'Processed Filings' section shows a table with columns 'Fiscal Year' and 'Period Type'. The table lists three rows: 2011, 2010, and 2008, each with a link for 'Annual/Initial'. Below the table is a 'Create Filing' button. At the bottom of the page, there is a small copyright notice 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.

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: Unaudited (dropdown menu)
 - Period End Date: 12/31/2011 (text input)
 - Description: (text input area)
- CIK Number:** The CIK Number is an optional field but should be provided if your company is publicly traded.
 - CIK Number: (text input)
- Key Financial Data:** Key Financial Data provided here **must** correspond to the information reported in your financial statement attachment.
 - Assets: 15,000.00 (text input)
 - Liabilities: 5,000.00 (text input)
 - Owners' Equity: 10,000.00 (text input)

At the bottom of the form, there is a "Save" button and a "Next" button. The footer includes copyright information: "©2012 CFP® | All Rights Reserved CFP® is a trademark of the CFP® Institute. For more information, please visit the NMLS website." and a "Next" button.

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, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. Below this, a breadcrumb trail indicates the user is in the 'Financial Statements' section. The main content area is titled 'Accountant Information' and contains a form for providing details about the accounting firm that prepared the financial statement. The form includes fields for Accounting Firm Name, Contact Name, Business Address, City, State (a dropdown menu), Postal Code, Country (a dropdown menu), Business Phone, and Email Address. A 'Save' button is located at the bottom of the form. To the left of the form, there's a sidebar with navigation links: 'You are currently: State', 'Financial Information', 'Accountant Information' (highlighted), 'Financial Statement Attachment', and 'Attest and Submit'. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons, and a small footer with legal disclaimers and contact information.

Accountant Information

General Mortgage Co. (8189) 2011 Annual Initial Financial Statement filing created 6/27/2012 by RyanT.

If your financial statement attachment was prepared, audited, reviewed, or compiled by an accounting firm, you must provide the following information.

Accounting Firm Name:

Contact Name:

Business Address:

City:

State:

Postal Code:

Country:

Business Phone: 000-000-0000-9999

Email Address:

Save

Previous Next

NMLS is a trademark of the NMLS. For more information, please visit [NMLS.gov](#). For help with NMLS, please contact the NMLS Customer Support at 1-800-368-6868.

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 attaching a financial statement. The top navigation bar includes links for FILING, PROFESSIONAL REQUIREMENTS, TAXES, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. The user is logged in as RyanT. 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 RyanT." It instructs the user to click the "Browse" button to locate the financial statement file on their computer, noting that the file must be in searchable PDF format and may 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', 'TOLKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', 'REPORTS', and 'HOME'. Below this, a breadcrumb trail reads 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships'. The left sidebar lists 'You are currently' with options: 'State', 'Financial Information', 'Accountant Information', 'Financial Statement Attachment', and 'Attest and Submit' (highlighted). The main content area is titled 'Attest and Submit' and shows a filing for 'General Mortgage Co. (8189) 2011 Annual Initial Financial Statement filing created 6/27/2012 by RyanT.'. A message states 'All completeness checks are clear. You can attest and submit your filing.' Below this is a text box containing 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.' A checkbox is present with the text '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. A small footer note mentions 'NMLS is a trademark of the State Regulatory Authority' and provides a link to 'NMLS.org'.

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.

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 Call Center at 1-800-755-4444.

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 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

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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For additional information, please visit the [NMLS Resource Center](#). For help with navigation, please contact the NMLS Call Center at 1-800-855-7123.

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

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	WheelesET	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	WheelesET	10/26/2017 4:21:38 PM	V2
	NC	Pending Initial	WheelesET	10/26/2017 4:21:38 PM	V2
	PA	Pending Initial	WheelesET	10/26/2017 4:21:38 PM	V2
	WA	Pending Initial	WheelesET	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	WheelesET	10/26/2017 4:28:06 PM	V2

Permissible Investments (PI)*

Available Actions	Status	Last Updated By	Last Updated Date	Form Version
	Pending Initial	WheelesET	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.

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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For additional information, please visit the [NMLS Resource Center](#) | For help with navigation please contact the NMLS Call Center at 855-NMLS-1234 (855-665-7123).

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 fact 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.

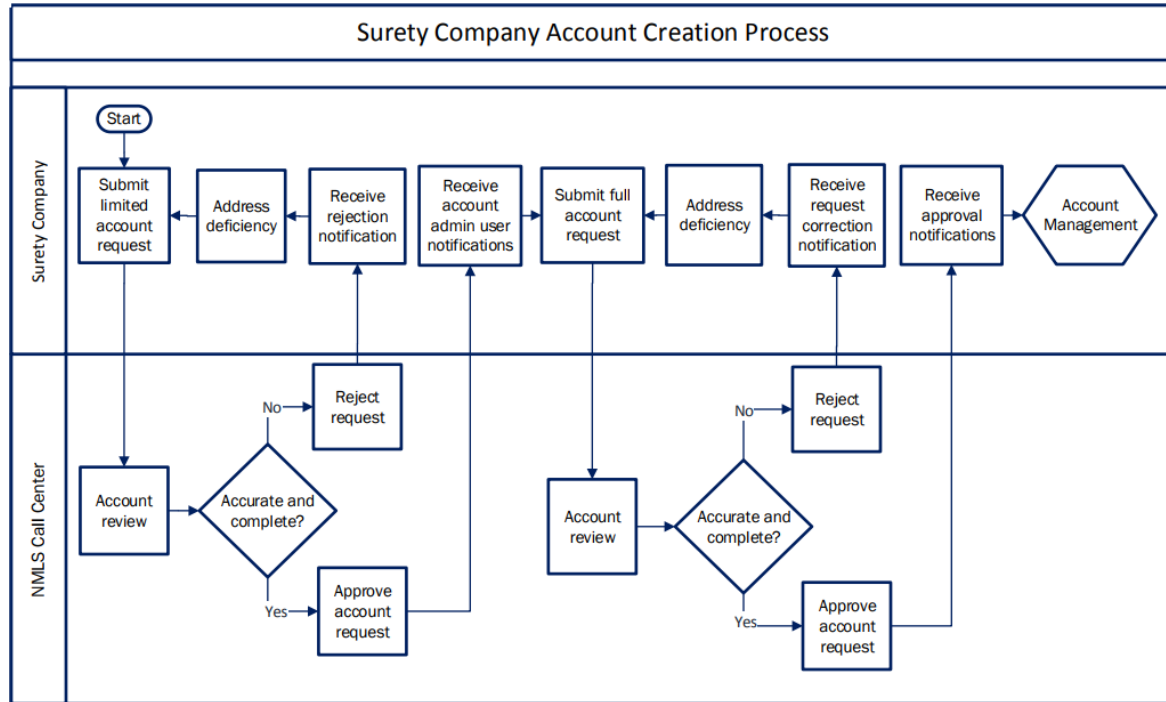
RESOURCES

Terms, definitions, and instructions for Electronic Surety Bonds can be found herein (Appendix 10).

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: ☐
- NAIC Number: [Text Field]
- IRS Employer Identification Number: [Text Field] (0000000000)

Company Headquarters Location

- Street Address: [Text Field] (PO Boxes not allowed)
- Street Address: [Text Field]
- 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: 99-0000000 or 99-00-0000
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.
7. 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.
8. 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. 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.
 - b. Confirm that the correct license type has been selected.
9. Click the Save & Proceed button.

Create Bond HELP ?

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

10. 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.**

8

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

LICENSE STATUS DEFINITIONS

A current list of license statuses that are used within NMLS can be found in Appendix 11.

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.

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.

ACCOUNT – An account is the vehicle through which a user accesses their record in the System.

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.

CONSUMER PROTECTION - Consumer protection or Consumer protections refer to laws or regulations designed to protect a consumer, including but not limited to, laws or regulations which limit or prohibit unfair, deceptive, abusive or fraudulent practices, or require disclosures to consumers.

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.”

CONTROL PERSON – An individual (natural person) named that directly or indirectly exercises *control* over the *applicant*. (see definition of control)

COURT - The term court includes, but is not limited, to a domestic, foreign, military, or tribal court.

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

DORMANT ACCOUNT - 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.

EFFORTS TO FORECLOSE – Efforts to foreclose include, but are not limited to, a completed foreclosure, entering into a deed in lieu of foreclosure, a sale under a power of sale, Notice of Public Auction, Notice of Default, Notice of Trustee’s Sale, Notice of Lis Pendens, and Release of Lis Pendens.

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.

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.

FINANCIAL SERVICES - The term includes those activities that are financial services or financial services related and pertaining to securities, commodities, banking, insurance, consumer lending, 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 or broker, appraiser, closing agent, title company, escrow agent, payday lender, money transmitter, check casher, pawnbroker, collection agent, debt management company or title lender). In addition to statutes or regulations pertaining to financial services, the term financial services statute or regulation includes consumer protection statutes or regulations that pertain to the financial services enumerated herein.

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 –

A determination that led to the issuance of one or more of the following:

- adverse final actions
- consent decrees/orders, including those in which the respondent has neither admitted nor denied the findings
- agreements or settlements that are a matter of public record, including agreements or settlements in which the respondent has neither admitted nor denied the findings.

Does not include the issuance of imposition of:

- agreements or settlements that are not a matter of public record
- 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, unless the agreement was a matter of public record.

GOVERNMENTAL ENTITY – A department or agency of the United States, any state or political subdivision thereof or of a locality that regulates financial services activity. The term also includes a department or agency or the equivalent of a foreign state, nation, country, government or the like. Also referred to as a government entity.

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.

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.

LIEN – The term lien includes, but is not limited to judgment liens, tax liens, child support liens, IRS liens, liens related to a collection account and mechanics/materialmen’s liens. The term does not include a mortgage lien.

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

NET WORTH (OWNERS’ EQUITY) – The amount by which assets exceed liabilities calculated according to Generally Accepted Accounting Principles (GAAP).

ORDER – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation and temporary or permanent orders to cease and desist. An order includes orders agreed to by the parties, including consent orders and stipulated orders. An order does not include agreements that relate to payments, limitations on activity, or other restrictions unless such agreements are included in written directive that otherwise qualifies as an order.

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.

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.

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.

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.

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.

UNSATISFIED – Any item that is not paid in full, including but not limited to, any items for which payments are being made, pursuant to a payment plan or otherwise.

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.

Appendices

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.

Appendix 2

Business Activity Definitions

Note: Business Activities are generic, non-legal definitions of a financial service activity that reasonably describes an activity permitted by a state, and therefore the definitions may not comport with state statutory definitions. No activity can be covered by more than one definition.

The table below is divided into five business types; mortgage, consumer finance, debt, money services and fiduciary services.

Mortgage	Definition
Appraisal management services	Administering an appraiser panel, including recruitment, selection, and retention of appraisers; contracting with appraisers to perform appraisals; managing the appraisal process; and/or reviewing the work of appraisers.
Commercial mortgage brokering or lending	Acting as a broker or lender for mortgages secured by real property where the financing is for commercial purposes only.
Credit insurance services	Offering or selling an insurance policy to a borrower that pays off one or more existing debts secured by real property in the event of death, disability, or unemployment.
First mortgage brokering	Providing the service of bringing borrowers and lenders together and assisting in negotiating a mortgage loan that gives the mortgagee a security right over all other mortgages of the mortgaged property.
First mortgage lending	Acting as a lender or creditor by offering to provide funds to a borrower for a mortgage loan that gives the mortgagee a security right over all other mortgages of the mortgaged property.
First mortgage servicing - MSR	Providing services including, but not limited to, the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures for first lien mortgage loans for which the company owns the servicing rights. (Excluding interim servicing).
First mortgage servicing – Whole Loan	Providing services including, but not limited to, the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures for first lien mortgage loans which the company wholly owns. (Excluding interim servicing).

Mortgage	Definition
Foreclosure consulting/foreclosure rescue	Directly or indirectly making a solicitation, representation or offer to a homeowner to perform, for or with the intent to receive compensation from or on behalf of the homeowner, a service that the solicitation, representation or offer indicates will accomplish one or more of the following: a) Prevent, postpone or stop a foreclosure sale. b) Obtain forbearance from a beneficiary or mortgagee. c) Assist the homeowner in exercising a right of redemption. d) Obtain an extension of the period within which the homeowner may reinstate the homeowner's obligation. e) Obtain the waiver of an acceleration clause that is: A. Contained in a promissory note or contract; and B. Secured by or contained in a deed of trust for, or mortgage on, a residence in foreclosure or in default. f) Assist the homeowner in obtaining a loan or advance of funds. Avoid or ameliorate an impairment of the homeowner's credit resulting from a recorded notice of foreclosure or default.
High-cost home loans – Broker	Acting as a broker on a loan which meets the definition of a high-cost home loan under state or federal law.
High-cost home loans – Lender	Acting as a lender on a loan which meets the definition of a high-cost home loan under state or federal law.
Home equity lending/lines of credit - Broker	Acting as a broker for an open-end loan, usually recorded as a second mortgage, that permits borrowers to obtain cash advances on an approved line of credit.
Home equity lending/lines of credit - Lender	Acting as a lender for an open-end loan, usually recorded as a second mortgage, that permits borrowers to obtain cash advances on an approved line of credit.
Interim Servicing	Collecting a limited number of contractual mortgage payments immediately after origination on loans held for sale but prior to the loans being sold into the secondary market for a period generally not to exceed 120 calendar days.
Lead generation	Loan solicitation without origination.
Manufactured housing financing - Broker	Acting as a broker in financing of a dwelling unit that is constructed off-site before moving to the set location where the property would reside.

Mortgage	Definition
Manufactured housing financing – Lender	Acting as a lender in financing of a dwelling unit that is constructed off-site before moving to the set location where the property would reside.
Master servicing - MSR	Owning mortgage servicing rights and contracting with a third-party servicer to manage the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures related to these servicing rights. (Excluding interim servicing).
Master servicing – Whole Loan	Owning the whole loan and contracting with a third-party servicer to manage the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures related to wholly owned loans. (Excluding interim servicing).
Mortgage loan modifications	Negotiating, attempting to negotiate, arranging, attempting to arrange, or otherwise offering to perform a mortgage loan modification which is defined as a change in one or more of a loan's terms or conditions.
Mortgage loan purchasing	Purchasing closed mortgages (that are not currently in default) with the intent to service or resell to others.
Reverse mortgage brokering	Acting as a broker for a loan secured by a lien on residential real estate in which the homeowner is not required to make payments on the loan until a specific event occurs (e.g., homeowner ceases to reside in the property).
Reverse mortgage lending	Acting as a lender for a loan secured by a lien on residential real estate in which the homeowner is not required to make payments on the loan until a specific event occurs (e.g., homeowner ceases to reside in the property).
Reverse mortgage servicing	Acting as a servicer for a loan secured by a lien on residential real estate in which the homeowner is not required to make payments on the loan until a specific event occurs (e.g., homeowner ceases to reside in the property).
Second mortgage brokering	Providing the service of bringing borrowers and lenders together and assisting in negotiating a mortgage loan that has subordinate rights to a first mortgage.
Second mortgage lending	Acting as a lender or creditor by offering to provide funds to a borrower for a mortgage loan that has subordinate rights to a first mortgage.
Short sale	Making or facilitating a sale of residential property for an amount that is less than the remaining amount due on the loan that the residential property secures.

Mortgage	Definition
Subordinate lien servicing - MSR	Providing services including, but not limited to, the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures for subordinate lien mortgage loans for which the company owns the servicing rights. (Excluding interim servicing).
Subordinate lien servicing – Whole Loan	Providing services including, but not limited to, the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures for subordinate lien mortgage loans which the company wholly owns. (Excluding interim servicing).
Third-party first mortgage servicing	Providing services for another party that owns the first lien mortgage loan and/or a party that owns the mortgage servicing rights on such a loan, including, but not limited to, the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures. Third-party servicers, which may be referred to as subservicers, do not own the loan or the mortgage servicing rights associated with the loan. (Excluding interim servicing).
Third-party mortgage loan processing	Completing the mortgage loan application and supporting documentation for underwriting for an application your company did not take from the borrower.
Third-party mortgage loan underwriting	Underwriting a mortgage loan application and supporting documentation for an application your company did not take from the borrower nor are funding.
Third-party subordinate lien mortgage servicing	Providing services for another party that owns the subordinate lien mortgage loan and/or a party that owns the mortgage servicing rights on such a loan, including, but not limited to, the receipt of payments, customer service, escrow administration, investor accounting, collections, loss mitigation, or foreclosures. Third-party servicers, which may be referred to as subservicers, do not own the loan or the mortgage servicing rights associated with the loan. (Excluding interim servicing).

Consumer Finance	Definition
Accounting/Billing servicing	Providing a billing and/or accounting service to a company.
Commercial financing (Lending/Brokering)	(1) Acting as a lender or creditor by providing or offering to provide open-end, closed-end, sales-based, factoring, or other form of financing transaction, and where the financing is for commercial purposes only and not secured by real property; or (2) Acting as a broker by providing or offering to provide the service of bringing borrowers and lenders or creditors together to assist in negotiating financing for commercial purposes only that is not secured by real property.
Commercial mortgage servicing	Providing services which include the receipt of payments, customer services, escrow administration, investor accounting, and collections or foreclosures for mortgages secured by real property where the financing is for commercial purposes only.
Consumer loan brokering	Providing the service of bringing borrowers and lenders together to assist a borrower obtain funds for personal, family or household purposes not including loans secured by real property.
Consumer loan lending	Acting as a lender or creditor by offering to provide or providing funds to a borrower primarily for personal, family or household purposes not including loans secured by real property.
Consumer loan servicing	Providing services which include the receipt of payments, customer service, escrow administration, investor accounting, and collections for consumer loans (not including loans secured by real property).
Consumer reporting agency	Any person who, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which may use any means or facility of commerce for the purpose of preparing or furnishing consumer reports.
Earned wage access – Direct to consumer	A third-party provides a consumer's earned but unpaid salary, wages, compensation, or other income. The third-party does not have direct access to the employee's time and attendance records from the employer or employer's payroll provider.

Consumer Finance	Definition
Earned wage access – Employer integrated	An employer or an agent of the employer provides an employee's earned but unpaid salary, wages, compensation, or other income, prior to the date the employer is required to pay the employee. The employer or agent has direct access to the employee's time and attendance records from the employer or the employer's payroll provider.
Escrowing agents	Any transaction for the purpose of effecting and closing the sale, purchase, exchange, transfer, encumbrance, or lease of real or personal property to another person or persons, delivers any written instrument, money, evidence of title to real or personal property, or other thing of value to a third person to be held by such third person until the happening of a specified event or the performance of a prescribed condition or conditions, when it is then to be delivered by such third person, in compliance with instructions under which he or she is to act, to a grantee, grantor, promisee, promisor, obligee, obligor, lessee, lessor, bailee, bailor, or any agent or employee thereof.
Non-Depository ATM operation	Providing a non-depository automated teller machine (ATM) for which the person or entity imposes a fee on, or receives a fee from, a customer using the ATM.
Non-private student loan lending	Acting as a lender by providing loans to individuals for higher education purposes which are guaranteed by the federal government.
Non-private student loan servicing	Providing services which include the receipt and application of borrower payments and other administrative services with respect to loans made to individuals to finance education or other school related expenses which are guaranteed by the federal government.
Pawn brokering	Acting as a lender by providing money on a deposit or pledge or taking other personal property items into possession as security for money advanced or publicly exhibiting signs that money is to be loaned on things on deposit.
Payday lending – online	Over the internet, providing a smaller-dollar unsecured consumer loan, which typically is for a consumer's liquidity and due in a short period of time (i.e., generally less than 120 days) or payable in a single installment, and includes engaging in a deferred presentment transaction.
Payday lending – storefront	Providing, at any physical location, a smaller-dollar unsecured consumer loan, which typically is for a consumer's liquidity and due in a short period of time (i.e., generally less than 120 days) or payable in a single installment and includes engaging in a deferred presentment transaction.
Precious metals dealing	Engaging in the business of purchasing, selling, or trading articles made of or containing gold, silver, platinum, or other precious metals or jewels.

Consumer Finance	Definition
Premium finance company activities	Entering into agreements by which an insured or prospective insured promises to pay to an insurance premium finance company the amount advanced or to be advanced under the agreement to an insurer or to an insurance agent or broker in payment of premiums on an insurance contract together with a service charge.
Prepaid Funeral Plan Providers	Offering prepaid funeral plans that provide funeral or cemetery merchandise or services.
Private Student Loan Acquisition	Purchasing, taking by assignment, or otherwise acquiring loans made to individuals for higher education purposes which are not guaranteed by the federal government.
Private student loan lending	Acting as a lender by providing loans to individuals for higher education purposes which are not guaranteed by the federal government.
Private student loan servicing	Providing services which include the receipt and application of borrower payments and other administrative services with respect to loans made to individuals to finance education or other school related expenses which are not guaranteed by the federal government.
Property Assessed Clean Energy (PACE) Program Administrator	Administer financing for energy efficient property improvements on behalf of a local government entity.
Property tax lending	Offering, negotiating, transacting, making, or servicing an advance of money on behalf of property owners for the purpose of paying property tax payments for which the lender receives a lien on the property allowing the lender to foreclose on the property if the owner defaults on the loan.
Refund anticipation lending	Offering a loan to a taxpayer based on the taxpayer's anticipated federal income tax refund.
Rent-to-own	Providing a rental purchase in which property is leased for a payment (weekly/monthly) with the ability to purchase at some point in time.
Retail installment selling	Selling or assigning retail installment contracts.
Sales finance company activities – general	Providing financing to one or more retail buyers or purchasing retail installment contracts from one or more retail sellers in connection with products other than motor vehicles.
Sales finance company activities – motor vehicles	Providing financing to one or more retail buyers or purchasing retail installment contracts from one or more retail sellers in connection with motor vehicles.
Title lending	Providing a loan to a borrower that is secured by a nonpurchase money security interest in titled personal property.

Debt	Definition
Active debt buying (undertakes direct collections on accounts)	Purchasing debt from another which is in default at the time of purchase or acquisition and undertaking activity to directly collect on the debt.
Bi-weekly payment processing services	Offering or selling a service which allows a borrower to enter into a repayment plan that requires payments every two weeks to help repay the loan over a shorter amount of time.
Credit repair	Selling, providing or performing services to improve any consumer's credit record, credit history or credit rating, or providing advice or assistance to any consumer with regard to their credit record, credit history or credit rating.
Debt management/credit counseling	Receiving money, or offering to receive money, from debtors for application or payment to or prorating of a debt owed to, any creditor or creditors of such debtor; or providing, or offering to provide, counseling or other services to debtors in the management of their debts, or contracting with the debtor to affect the adjustment, compromise, or discharge of any account, note or other indebtedness of the debtor.
Debt negotiation	Acting on behalf of consumer debtors for or with the expectation of a fee, commission, or other valuable consideration to help clear debts by entering into direct negotiations with creditors in order to facilitate the repayment of debts.
Debt settlement/debt adjuster	For or with the expectation of a fee, commission or other valuable consideration, entering into an agreement with a debtor agreeing to distribute, supervise, coordinate, negotiate, or control the distribution of money or evidences thereof among one or more of the debtor's creditors in full or partial payment of the obligations of the debtor and including services as an intermediary between a debtor and one or more of the debtor's creditors for the purpose of obtaining concessions.
First party debt collection	Directly or indirectly collecting or receiving payment for your own delinquent accounts, bills, claims, or other indebtedness (not including mortgage indebtedness).
Judgment recovery	Collecting monies owed by delinquents or defaulting parties under judgments.
Non-mortgage loan modifications	Negotiating, attempting to negotiate, arranging, attempting to arrange, or otherwise offering to perform a non-mortgage loan modification which is defined as a change in one or more of a loan's terms or conditions.
Passive debt buying (does not undertake direct collections on accounts)	Purchasing debt from another which is in default at the time of purchase or acquisition and engaging only in the practice of purchasing delinquent consumer debts for investment purposes without undertaking any activities to directly collect on the debt.

Debt	Definition
Repossession agency activities	Any person who through a designated repossession agent engages in business or accepting employment to locate or recover collateral that has been sold under a security agreement or used as security in a loan transaction including any secured party that utilizes its employees to repossess collateral.
Repossession agent activities	An individual who physically obtains possession of collateral for a secured party and engages in the above noted activity.
Third party debt collection	Directly or indirectly collecting or receiving payment for others of any delinquent account, bill, claim or other indebtedness (not including mortgage indebtedness).

Money Services	Definition
Bill paying	Transferring funds from one location to another, by electronic devices or otherwise, for the acceptance of funds for bill payment when the bill payee does not have a contractual agreement with the service provider
Check cashing	Accepting checks or monetary instruments in return for currency or a combination of currency and other monetary instruments or other instruments.
Electronic money transmitting	Accepting or instructing to be delivered currency, funds, or other value, such as stored value, that substitutes for currency to another location or person by electronic means, such as mobile-to-mobile payments.
Foreign currency dealing or exchanging	Accepting the currency, or other monetary instruments, funds or other instruments denominated in the currency, of one or more countries in exchange for the currency, or other monetary instruments, funds, or other instruments denominated in the currency of one or more countries.
Issuing and/or selling drafts	Issuing and/or selling either a negotiable instrument or non-negotiable instrument denominated in United States or foreign currency.
Issuing money orders	Being ultimately responsible for payment of money orders as the drawer of such instruments or a money transmitter that has the obligation to guarantee payment of a money transfer.
Issuing Payment Stablecoin	Issuing a digital asset that is to be used as a means of payment or settlement where (1) the Issuer is obligated to convert, redeem, or repurchase the digital asset for a fixed amount of monetary value, and (2) the Issuer represents that it will maintain or create the reasonable expectation that the digital asset will maintain a stable value relative to a fixed amount of monetary value. This does not include a digital asset that is national currency, a deposit or a security.
Issuing prepaid access/stored value	Prepaid access/stored value is defined as accepting currency, funds or other value that substitutes for currency that has been paid in advance and can be retrieved or transferred at some point in the future through an electronic device or vehicle such as a card, code, electronic serial number, mobile identification number or personal identification number. This may include both “open loop” prepaid access (a type of prepaid access that can be used in transactions at any accepting retail location) and “closed loop” prepaid access (a type of prepaid access that can only be used in transactions involving a defined merchant or location or set of locations).
Issuing traveler’s checks	Being ultimately responsible for payment of traveler’s checks as the drawer of such instruments or a money transmitter that has the obligation to guarantee payment of a money transfer.

Money Services	Definition
Payroll processing services	Receiving money for transmission pursuant to a contract with a person to deliver wages or salaries, make payment or payroll taxes to state and federal agencies, make payments relating to employee benefits plans, or make distributions of other authorized deductions from wages or salaries. The definition does not include an employer performing payroll processing services on its own behalf or on behalf of its affiliate, or a professional employment organization subject to regulation under other applicable state law.
Selling money orders	Operating a business that money order issuers authorize, through written agreement or otherwise, to sell the issuer's money orders or send and receive the issuers transfer services.
Selling prepaid access/stored value	Prepaid access/stored value is defined as accepting currency, funds or other value that substitutes for currency that has been paid in advance and can be retrieved or transferred at some point in the future through an electronic device or vehicle such as a card, code, electronic serial number, mobile identification number or personal identification number. This may include both "open loop" prepaid access (a type of prepaid access that can be used in transactions at any accepting retail location) and "closed loop" prepaid access (a type of prepaid access that can only be used in transactions involving a defined merchant or location or set of locations).
Selling traveler's checks	Operating a business that traveler's check issuers authorize, through written agreement or otherwise, to sell the issuer's traveler's checks or send and receive the issuer's transfer services.
Transporting currency	Engaging in the physically transportation of currency.
Virtual currency exchanging and trading services	Buying and selling virtual currency as a customer business on the company's own account; providing services allowing for the conversion or exchange of (1) fiat currency or other value into virtual currency, or (2) virtual currency into fiat currency or other value, or (3) one form of virtual currency into another form of virtual currency; including offering an online digital currency exchange and/or trading platform.
Virtual Currency Kiosk Operation	Providing an electronic terminal for use by customers that enables an owner or operator to directly or indirectly sell or exchange or facilitate the sale or exchange of (1) money or monetary value for virtual currency or (2) virtual currency for money or monetary value or other virtual currency. Such sale or exchange may include but is not limited to (1) connecting directly to a separate virtual currency exchange that performs the actual virtual currency transmission or (2) by drawing upon the virtual currency in the ownership, control, or possession of the owner or operator of the electronic terminal.

Fiduciary Services	Definition
Fiduciary Services	Acting as a trustee, guardian, or custodian to manage, administer, or advise on the assets of another for a fee, under a trust company supervised by a state regulatory authority.

Appendix 3

Company Disclosure Questions

Criminal Disclosure

- (A) Has the entity or a control affiliate ever:
- (1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony?
 - (2) been charged with any felony
- (B)
- (1) In the past 10 years has the entity or a control affiliate been convicted of 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?
 - (2) Are there pending charges against the entity or a control affiliate for a misdemeanor specified in (B)(1)?

Regulatory Action Disclosure

- (C) In the past 10 years, has any State or federal regulatory agency or foreign financial regulatory authority or self-regulatory organization (SRO) ever:
- (1) found the entity or a control affiliate to have made a false statement or omission or been dishonest, unfair or unethical?
 - (2) found the entity or a control affiliate to have been involved in a violation of a financial services-related regulations(s) or statute(s)?
 - (3) found the entity or a control affiliate to have been a cause of a financial services-related business having its authorization to do business denied, suspended, revoked or restricted?
 - (4) entered an order against the entity or a control affiliate in connection with a financial services-related activity?
 - (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?
- (D) Has the entity's or a control affiliate's authorization to act as an attorney, accountant, or State or federal contractor ever been revoked or suspended?
- (E) Is there a pending regulatory action proceeding against the entity or a control affiliate for any alleged violation described in (C) through (D)?

Civil Judicial Disclosure

- (F) Has any domestic or foreign court:
- (1) in the past ten years enjoined the entity or a control affiliate in connection with any financial services-related activity?
 - (2) in the past ten years found the entity or a control affiliate was involved in a violation of any financial services-related statute(s) or regulation(s)?
 - (3) in the past ten years dismissed, pursuant to a settlement agreement, a financial services-related civil action brought against the entity or control affiliate by a State or foreign financial regulatory authority?
- (G) Is there a pending financial services-related civil action in which the entity or a control affiliate is named for any alleged violation described in (F)?

Financial Disclosure

- (H) In the past ten years has the entity or a control affiliate been the subject of a bankruptcy petition?

(I) Has a bonding company ever denied, paid out on, or revoked a bond for the entity?

(J) Does the entity have any unsatisfied judgments or liens against it?

Appendix 4

Document Upload Descriptions and Examples

This document contains descriptions and examples of the different types of documentation available for upload to NMLS. The documents available for company and branch filings are followed by the documents available for individual filings.

Note: Not all documents are required by all states.
Consult the state licensing checklists on the NMLS Resource Center to determine the documents your state regulator requires for your specific license type.
See *About the Document Library* for more information on what regulators and company users can view in NMLS.

Amending Documents: If any of the below documents are amended, the old document must be replaced by the amended document. It is recommended that an explanation of the change being made be placed in the comments field.

Documents Available for Upload to Company and Branch Filings (MU1/ MU3)

Advance Change Notice (ACN) Related Documents

General/State-Specific

General and/or State-Specific

Document Description(s)

Documents related to an ACN. These documents are for pre-notification purposes only and once the transaction has processed and if applicable on the change effective date, the final versions must be uploaded under the non-ACN related category and removed from the ACN category.

File Name Format

General Documents:

ACN – [Document Type] (e.g., ACN – Amended Articles)

State Specific Documents:

ACN – [State Prefix] – [Document Type] (e.g. ACN-VT-Surety Bond)

Examples

Letter of explanation, preliminary surety bond modification.

Additional Requirement(s)

These are state-specific requirements, such as state-specific forms, proof of workers compensation, state-specific policies, etc.

General/State-Specific

State-Specific

Document Description(s)

Consult the State Licensing checklists for documents required by the states you are applying to or licensed in. This document type shall not be used for anything beyond the specified requirements.

File Name Format

[*State prefix*] - [*Requirement Name*] (e.g. MN - Workers Compensation Insurance)

Examples

State-specific forms, Proof of Workers Compensation, state-specific policies.

Does Not Include

Any documents that can be categorized under any other Document Upload Types. Any documents that include Personal Identifying Information or sensitive information (i.e., Information Technology Audit), information related to criminal background/history checks, etc.

AML/BSA Policy

Anti-Money Laundering (AML) / Bank Secrecy Act (BSA) Policy

General/State-Specific

General

Document Description(s)

Anti-Money Laundering (AML) / Bank Secrecy Act (BSA) Policy that may include independent review.

File Name Format

Internally Approved Date [*mm-dd-yyyy*]

Branch Written Agreement

The contract between the branch manager and licensee, and the leasing agreement between the property owner and the branch but does not include company level lease agreements.

General/State-Specific

General

Document Description(s)

Branch Manager Document: A copy of the signed contract between the branch manager and the licensee.

Leasing Agreement Documents: A copy of the signed leasing agreement between the property owner and the branch authorizing it to work out of the physical location.

File Name Format

Branch Manager Document: [*Branch NMLS ID#*]

Branch Manager Agreement Leasing Agreement:[*Branch NMLS ID#*] Leasing Agreement

Does Not Include

Company level lease agreements or any other type of document

Business Continuity Plan

A Business Continuity Plan is the process and documentation that describes how a company plans, prevents, maintains, and/or recovers essential functions, systems, processes, and other business operations involving threats to the business, including during a disaster.

General/State-Specific

General

Document Description(s)

A Business Continuity Plan is the process and documentation that describes how a company plans, prevents, maintains, and/or recovers essential functions, systems, processes, and other business operations involving threats to the business, including during a disaster.

File Name Format

[*Company Legal Name*] Business Continuity Plan

Does Not Include

Items covered in a Business Plan.

Business Continuity Operational Status Report

A Business Continuity Operational Status Report provides specific detail on the company's implementation of its Business Continuity Plan during a specific critical threat, including a disaster.

General/State-Specific

General

Document Description(s)

A Business Continuity Operational Status Report provides specific detail on the company's implementation of its Business Continuity Plan during a specific critical threat, including a disaster. The Report, which shall note the specific threat, shall include, but not be limited to, the status of its essential functions, systems, processes, and other business operations. A template for the Business Continuity Operational Status Report can be found on the Resource Center.

File Name Format

[*Company Legal Name*] Business Continuity Operational Status Report – [*Threat/ Incident*] - [*As of Date (MM-DD-YYYY)*]

Does Not Include

Any documents, including Policies or Procedures detailing routine business processes

Business Plan

A business plan outlining marketing strategies, products, target markets, fee schedule and operating structure the applicant intends to employ.

General/State-Specific

General

Document Description(s)

A business plan outlining marketing strategies, products, target markets, fee schedule and operating structure the applicant intends to employ.

File Name Format

[*Company Legal Name*] Business Plan

Does Not Include

Policy and Procedures, Warehouse Lines of Credit.

Certificate of Authority / Good Standing

A state-issued and approved document (typically by the Secretary of State's office) dated not more

than 60 days prior to the filing of the application through NMLS that demonstrates authorization to do business in the state.

General/State-Specific

State Specific:

- Domestic State (state of formation), and
- State in which you are seeking licensure

Document Description(s)

State-issued and approved document (typically by the Secretary of State's office), dated not more than 60 days prior to the filing of the application through NMLS that demonstrates authorization to do business in the state.

File Name Format

[*State prefix*] Certificate of Authority [*State prefix*] Certificate of Good Standing

Does Not Include

Formation documents

Company Staffing and Internal Policies

Document(s) shall include information on staffing and internal organizational policies and procedures.

General/State-Specific

General

Document Description(s)

Document(s) shall include information on staffing and internal organizational policies and procedures. If submitting multiple policies, upload and name each policy separately.

File Name Format

[*Name of Policy*]

Examples

Privacy Policy, Employee and Operating Policies.

Does Not Include

AML/BSA Policy, Résumés.

Debt Management Agreement

A written contract, plan or agreement between a debt management provider and a consumer for performance of debt management services.

General/State-Specific

State Specific

Document Description(s)

A written contract, plan or agreement between a debt management provider and a consumer for performance of debt management services. One agreement uploaded per State.

File Name Format

[*State prefix*] Debt Management Agreement

Designation of Branch Qualified Employee

The Designation of Qualified Employee for the Branch location is a document required by a small number of states.

General/State-Specific

State Specific

Document Description(s)

Document required by a small number of states, Consult the State Licensing checklists to determine if your license requires this document to be submitted.

Designation of Qualified Employee for the Branch location. This may be a separate individual from the Branch Manager identified in NMLS. Must include signature from company officer stating the individual has an MU2 association with the entity.

File Name Format

[*State - License Type*] Branch Qualified Employee

Document Samples

Copies of sample documents, contracts and agreements used in the regular course of business. This does not include Debt Management Agreements, Mortgage Servicing Agreements, Policies and Procedures or any document that contains a date of birth (DOB) or social security number (SSN).

General/State-Specific

State Specific

Document Description(s)

Copies of sample documents, contracts and agreements used in the regular course of business. Consult the State Licensing checklists for documents required by the states you are licensed in. This document type shall not be used for anything beyond the specified sample document types.

File Name Format

[Name of Document Sample]

Does Not Include

Debt Management Agreements, Mortgage Servicing Agreements, Policies and Procedures. Any document that contains a DOB or SSN.

Errors and Omissions (Insurance Policy)

Upload proof of errors and omissions insurance protecting the applicant from liability arising from a negligent act, error or omission in the performance of professional service. If applicable, include power of attorney (POA).

General/State-Specific

General

Document Description(s)

Upload proof of errors and omissions insurance protecting the applicant from liability arising from a negligent act, error or omission in the performance of professional service. If applicable, include power of attorney (POA).

File Name Format

Errors and Omissions Insurance

Fidelity Bond

Upload a fidelity bond in the amount required by the applicable State. The name of the principal insured on the bond must exactly match the Full Legal Name of the applicant.

General/State-Specific

State Specific

Document Description(s)

Upload a fidelity bond in the amount required by the applicable State. The name of the principal insured on the bond must exactly match the Full Legal Name of the applicant. If applicable, include power of attorney (POA).

File Name Format

Fidelity Bond

Flow of Funds Structure

This document is only required by a small number of states providing a description of each type of transaction or service to be conducted.

General/State-Specific

General

Document Description(s)

Document required by a small number of states, Consult the State Licensing checklists to determine if your license requires this document to be submitted.

Provide description of each type of transaction or service to be conducted. For each type, describe each step starting with the first encounter with the consumer and ending at the completion of the transaction when money is received by the beneficiary.

File Name Format

Flow of Funds Structure

Formation Document

A state certified copy of the corporate charter or articles of incorporation (if a corporation), or the articles of organization and operating agreement (if a limited liability company), or the partnership agreement (if a partnership of any form).

General/State-Specific

General

Document Description(s)

State certified copy of the corporate charter or articles of incorporation (if a corporation), or the articles of organization and operating agreement (if a limited liability company), or the partnership agreement (if a partnership of any form).

Must include original formation document and all subsequent amendments thereto including a list of any name changes. Include bylaws and/or governing instruments if any other legal status.

File Name Format

Formation Documentation [*Date of Creation* (MM-DD-YYYY)]

Does Not Include

Entity-certified copy.

Management Chart

The management chart displays the applicant's directors, officers, and managers (individual name and title) and identifies the compliance reporting and internal audit structure.

General/State-Specific

General

Document Description(s)

Management chart displaying the applicant's directors, officers, and managers (individual name and title). Must also identify compliance reporting and internal audit structure.

File Name Format

[*Company Legal Name*] Management Chart

Does Not Include

Organizational Structure Chart, Business Plan.

Mortgage Servicing Agreement

Any written agreement or contract related to mortgage servicing rights.

General/State-Specific

General

Document Description(s)

Upload a copy of any written agreement or contract related to mortgage servicing rights.

File Name Format

[*Servicing Company Name*] Mortgage Servicing Agreement

Upload Location

COMPANY FILING (MU1)

Organizational Chart/Description

A chart showing the ownership percentages of direct and indirect owners, affiliates, and

subsidiaries.

General/State-Specific

General

Document Description(s)

Chart showing (or a description which includes) the percentage of ownership of:

- Direct Owners (total direct ownership percentage must equate to 100%)
- Indirect Owners
- Subsidiaries and Affiliates of the applicant/licensee

File Name Format

[*Company Legal Name*] Organizational Chart - Description

Does Not Include

Management Chart, Business Plan

Permissible Investments

A list of the company's permissible investments, and the book or market value of such investments as of the date of the most recent audited financial statement and as of the date of the unaudited interim financial statement.

General/State-Specific

State Specific

Document Description(s)

Document mainly required for money services businesses licenses. A list of the company's permissible investments, and the book or market value of such investments as of the date of the most recent audited financial statement and as of the date of the unaudited interim financial statement.

Some states may require a state specific form be uploaded to fulfill this document requirement.

File Name Format

[*Company Legal Name*] Permissible Investments

Surety Bond

Copies of the original surety bond, riders, verification, and continuation certificates.

General/State-Specific

State Specific

Document Description(s)

- Copy of Surety Bond: Copy of original surety bond. That includes the full legal name of applicant and trade name (if applicable), and address of the location covered by the bond.
- Copy of Surety Bond Rider: Copy of original surety bond rider.
- Continuation Certificates: Continuation Certificates (only if required by a specific State).
- Verification Certificate: Verification Certificate (only if required by a specific State).

Important: For surety bond documents, Include the policy number in the comment field.

File Name Format

- Copy of Surety Bond: [*License Type*] Surety Bond
- Copy of Surety Bond Rider: [*License Type*] [*Effective Date*] Surety Bond Rider
- Continuation Certificates: [*License Type*] Continuation Certificate
- Verification Certificate: [*License Type*] Verification Certificate

Surety Bond – Alternate Security Device

This document should be provided when an alternate device other than an electronic surety bond is permitted per jurisdiction requirements.

General/State-Specific

State Specific

Document Description(s)

Document required by a small number of states, refer to State Licensing Checklist Compiler to determine if your license permits this document to be submitted.

Document should be provided when an alternate device other than an electronic surety bond is permitted per jurisdiction requirements.

File Name Format

Copy of Alternate Security Device: [*License Type*] Security Device

Trade Name/Assumed Name Registration Certificates

A state-issued document demonstrating authorization to do business under an Other Trade Name.

General/State-Specific

State Specific

Document Description(s)

If operating under an “Other Trade Name”, State issued and approved document demonstrating authorization to do business under that trade name. A separate document for each trade name should be uploaded.

File Name Format

[State-License Type] Trade Name - Assumed Name

Trust Account Authorization

Authorization allowing examination of trust accounts used for the purpose of holding funds belonging to others.

General/State-Specific

State Specific

Document Description(s)

Upload authorization allowing examination of trust accounts used for the purpose of holding funds belonging to others. May require multiple documents when more than one account exists. Upload each account authorization separately.

File Name Format

[License Type] [Indicate State] [last 5 digits of account number] (e.g. Debt Management, MD, xxxxx)

Warehouse Line of Credit Documentation

Documentation of Warehouse Lines of Credit. Add documentation of new active lines of credit and remove terminated or expired (inactive) lines of credit.

General/State-Specific

General

Document Description(s)

Upload documentation of a Warehouse Line of Credit.

File Name Format

[License Type and Lender Name]

Documents Available for Upload to Individual Filings (MU2/MU4)

Descriptions and examples of the different types of documentation available for upload to individual filings in NMLS.

Credit Report Explanations

A line-by-line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed.

General/State-Specific

General

Document Description(s)

Submit a line-by-line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge-offs, accounts currently past due, accounts with serious delinquencies in the last 3 years (or as directed), repossessions, loan modifications, etc.

States vary on adverse credit history information/derogatory credit account definitions and additional documentation may be required. Please review the State Licensing Checklist Compiler for documents that are required.

File Name Format

Credit Report Explanations – [Sub Name] [Document Creation Date]

Supplement

If submitting a supplement, add a new document with comment detailing the supplement. If an item remains on your credit report, it should remain uploaded in the document uploads section.

Does Not Include

Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments which should be addressed in the **Disclosure Section** of your MU2/MU4 filing.

Legal Name / Status Documentation

Upload documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver's license, passports, etc.

General/State-Specific

General

Document Description(s)

Upload documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver's license, passports, etc.

States vary on acceptable documentation, please consult the State Licensing Checklist Compiler for acceptable forms of identification.

File Name Format

[Documentation Name]

Examples

Driver's license, marriage certificate, etc.

Memorandum of Tax Certification

Provide a certified memorandum indicating all tax obligations to the State have been paid or that a payment plan (if applicable) is in place.

General/State-Specific

State-Specific

Document Description(s)

Provide a certified memorandum indicating all tax obligations to the State have been paid or that a payment plan (if applicable) is in place. Many states that require this document have a standard form that should be submitted to meet this requirement. Consult the State Licensing checklists.

File Name Format

[State Abbreviation] - Memorandum of Tax Certification

Personal Financial Statement

States vary on individuals they require to submit financial statements.

General/State-Specific

State-Specific

Document Description(s)

States vary on individuals they require to submit financial statements. Consult the State Licensing Checklist Compiler to determine if your license requires this document and if required, the ownership percentage of individuals who must upload this document.

File Name Format

[State Abbreviation] -Personal Financial Statement

State Background Check Authorization

State specific form authorizing a state background check.

General/State-Specific

State-Specific

Document Description(s)

State specific form authorizing a state background check. State specific forms must be used for state background checks. Consult the State Licensing checklists for information

Note: This is separate from any criminal background check (CBC) completed in NMLS.

File Name Format

[*State Abbreviation*] - CBC Authorization

Examples

Background check authorization forms provided by states.

Verification of Experience

A license specific resume with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for a license.

General/State-Specific

State-Specific

Document Description(s)

A license specific resume with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for a license. Detailed job descriptions and duties with all employers need to be incorporated into a resume to demonstrate experience related to the specific state license being applied for. This may also include education background documentation. Please consult the State Licensing checklists for additional detail.

File Name Format

[*Document Type*] - [*License Name*]

Appendix 5

Individual Disclosure Questions

Civil Judicial Disclosure

1. Has any court ever:
 - a. found that you made a false statement or omission, or you were dishonest, unfair or unethical?
 - b. found that you were involved in a violation of any financial services statute or regulation?
 - c. enjoined you in connection with any financial services activity?
 - d. dismissed, pursuant to a settlement agreement, a financial services civil action brought against you by a federal, state, local or foreign financial regulatory authority or any consumer protection authority?
2. Are there any pending financial services civil actions against you that allege you:
 - a. made a false statement or omission?
 - b. violated a financial services statute or regulation?
3. Are there any pending financial services civil actions against you whereby the remedy being sought is an injunction?

Criminal Disclosure

4. Have you ever been convicted of or pled guilty or nolo contendere ("no contest") in any court to any felony?
5. Are there any pending charges against you for any felony?
6. In the past 10 years, have you been convicted of or pled guilty or nolo contendere ("no contest") in any court to committing or conspiring to commit a misdemeanor involving: (i) a financial services 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?
7. Are there any pending charges against you for any misdemeanor specified in question 6?

Customer Arbitration/Civil Litigation Disclosure

8. Have you ever been named as a respondent or defendant in a financial services consumer-initiated arbitration or civil litigation which:
 - a. is still pending?
 - b. resulted in an arbitration award or civil judgment against you, regardless of amount, or that required corrective action?
 - c. was settled for any amount?

Financial Disclosure

9. In the past 10 years have you filed or been the subject of a personal bankruptcy petition, whether voluntary or involuntary?
10. In the past 10 years, have you been the subject of any non-judicial or judicial efforts to foreclose on real property, either commercial or residential?
11. Has a bonding company ever denied issuance of, paid out on, or revoked a bond for you?
12. Do you have any unsatisfied judgments against you?
13. Do you have any unsatisfied liens against you?
14. Are you delinquent on any court ordered child support payments?

Regulatory Action Disclosure – Part I

15. Have you ever had a financial services license, or any other professional license revoked, suspended or restricted?
16. Has any federal, state or local regulatory agency, governmental entity, foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection authority ever:
 - a. found you to have made a false statement or omission or been dishonest, unfair or unethical?
 - b. found you to have been involved in a violation of a financial services statute or regulation?
 - c. found you to have been a cause of a financial services business having its license or authorization to conduct a business activity denied, suspended, revoked or restricted?
 - d. entered an order against you in connection with a financial services activity?
 - e. restricted or revoked your registration or license?
 - f. denied or suspended your registration or license or application for licensure, disciplined you, prevented you from associating with a financial services business or otherwise restricted your activities?
 - g. barred you from association with an entity regulated by such commissions, authority, agency, or office or from engaging in a financial services business?
 - h. issued a final order against you based on violations of any law or regulation that prohibits fraudulent, manipulative, or deceptive conduct?
 - i. taken a regulatory action, whether administrative or civil, including entering an order or dismissing an action pursuant to a settlement agreement against you in connection with any license or registration?
17. Is there a pending regulatory action proceeding, either administrative or civil, against you that alleges you:
 - a. made a false statement or omission or were dishonest, unfair or unethical?
 - b. violated a financial services statute or regulation?
 - c. were a cause of a financial services business having its authorization to do business denied,

suspended, revoked or restricted?

d. violated a law or regulation that prohibits fraudulent, manipulative, or deceptive conduct?

18. Is there a pending regulatory action proceeding, either administrative or civil, against you whereby the remedy being sought is:

a. restriction or revocation of a license or registration?

b. denial or suspension of a registration or license or application for licensure?

c. an injunction from association with a financial services business?

d. restriction of your ability to conduct financial services activities?

e. to bar you from association with an entity regulated by such commissions, authority, agency, or office, or from engaging in a financial services business?

19. Are there any pending regulatory action proceedings against you whereby the remedy being sought is the revocation, suspension or restriction of your financial services license or any other professional license?

Regulatory Action Disclosure – Part II

If you answer yes to question a or b, you must complete Questions 20 and 21. If you answer no to questions a and b, questions 20 and 21 will be marked as N/A (Not Applicable).

a. Are you or have you ever been licensed to act as an attorney or an accountant?

b. Do you currently hold, or have you ever held an authorization to act as a contractor on behalf of a federal, state or local government entity ?

20. Have you ever had an ability to or authorization to act as an attorney, accountant, or a contractor on behalf of a federal, state or local government entity restricted, revoked, debarred or suspended?

21. Are there any pending regulatory action proceedings against you whereby the remedy being sought is the restriction, revocation, debarment or suspension of your authorization to act as an attorney, accountant or a contractor on behalf of a federal, state or local government entity?

Termination Disclosure

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

a. violating a statute, regulation, rule, or industry standard of conduct?

b. fraud, dishonesty, theft, or the wrongful taking of property?

Individual Disclosures Pertaining to Control Activities

Do you currently exercise control, or have you ever exercised control over an organization? If you answer Yes, complete questions 23- 30 . If you answer No, questions 23-30 will be marked as N/A (Not Applicable).

Civil Judicial Disclosure

23. Based on activities that occurred while you exercised control over an organization:
- a. was such organization found to have violated a financial services statute or regulation as a result of a civil action?
 - b. is there a pending financial services civil action against such organization which alleges a violation of a financial services statute or regulation?
 - c. is there a pending financial services civil action against such organization seeking to enjoin the organization from association with a financial services business?
 - d. was such organization ever enjoined from associating with a financial services business?
24. Based on activities that occurred while you exercised control over an organization:
- a. in connection with a financial services civil action, has such organization ever been enjoined?
 - b. is there a pending financial services civil action in which such organization is named for which the remedy being sought is an injunction in connection with a financial services activity?

Criminal Disclosure

25. Based on activities that occurred while you exercised control over an organization:
- a. has such organization ever been convicted of or pled guilty or nolo contendere ("no contest") in any court to any felony?
 - b. are there any pending charges against such organization for any felony?
 - c. has such organization ever been convicted of or pled guilty or nolo contendere ("no contest") in any court to any misdemeanor specified in question 6 in the past 10 years?
 - d. are there any pending charges against such organization for any misdemeanor specified in question 6?

Financial Disclosure

26. Based on events that occurred while you exercised control over an organization:
- a. has such organization filed or been the subject of a bankruptcy petition, whether voluntary or involuntary, within the past 10 years?
 - b. has any bonding company ever denied issuance of, paid out on, or revoked a bond for such organization?

Regulatory Action Disclosure

27. Based on activities that occurred while you exercised control over an organization, has any federal, state or local regulatory agency or foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection agency ever:
- a. found such organization to have made a false statement or omission or been dishonest, unfair or unethical?
 - b. found such organization to have been involved in a violation of a financial services statute or regulation?
 - c. found such organization to have been a cause of another financial services business having its license

or other authorization to conduct a business activity denied, suspended, revoked or restricted?

28. Based on activities that occurred while you exercised control over an organization:

- a. has any federal, state or local regulatory agency, foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection agency taken any of the below actions against such organization:
 - i. restriction or revocation of a registration or license?
 - ii. denial or suspension of a registration or license or application for licensure?
 - iii. entered an injunction from association with a financial services business?
 - iv. restricted the organization's financial services activities?
 - v. barred the organization from association with an entity regulated by such commissions, authority, agency, or office, or from engaging in a financial services business?
 - vi. taken a regulatory action, whether administrative or civil including entering an order or dismissing an action pursuant to a settlement agreement against the entity or a control affiliate in connection with a financial services activity?
- b. are there any pending regulatory action proceedings against the organization that allege the organization:
 - i. made a false statement or omission or had been dishonest, unfair or unethical?
 - ii. was involved in a violation of a financial services statute or regulation?
- c. are there any pending regulatory action proceedings against the organization that allege the organization caused another financial services business to have its license or other authorization to conduct a business activity denied, suspended, revoked or restricted?

29. Based on activities that occurred while you exercised control over an organization, has any federal, state or local regulatory agency, foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection authority restricted, revoked or suspended the organization's financial services license or any other professional license or the organization's ability to act as a contractor on behalf of a federal, state or local government entity?

30. Based on activities that occurred while you exercised control over an organization, are there any pending regulatory action proceedings against any organization whereby the remedy being sought is described in question 29?

Appendix 6

Appendix 6 Disclosure Explanations Reference—Document Upload

NOTE: All items require a detailed explanation of events; explain why you are answering **Yes** to the disclosure item. In addition to your explanation, states may require you to provide documents related to the event(s) you are disclosing. The following list of documentation related to each disclosable event is intended to provide licensees/applicants with typical document types regulators would generally expect. It does not encompass the full universe of documents regulators may require. Regulators may ask for additional documents not identified below. Contact your state regulator with questions regarding specific documents and whether such documents should be provided through this process.

Individuals are required to update their disclosure questions when circumstances change in accordance with state law or within 30 days, whichever is shorter.

Civil Judicial Disclosure Questions

Number	Question	Minimum Documentation Required for Upload
1	Has any court ever:	
(a)	found that you made a false statement or omission or you were dishonest, unfair or unethical?	Documentation of initial court filing and settlement or final court decision.
(b)	found that you were involved in a violation of any financial services statute or regulation?	Documentation of initial court filing and settlement or final court decision.
(c)	enjoined you in connection with any financial services activity?	Documentation of initial court filing and settlement or final court decision.
(d)	dismissed, pursuant to a settlement agreement, a financial services civil action brought against you by a federal, state, local or foreign financial regulatory authority or any consumer protection authority?	Documentation of initial court filing and settlement or final court decision.
2	Are there any pending financial services civil actions against you that allege:	
(a)	you made a false statement or omission?	Documentation of initial court filing and current case status.
(b)	you violated a financial services statute or regulation?	Documentation of initial court filing and current case status.
3	Are there any pending financial services civil actions against you whereby the remedy being sought is an injunction?	Documentation of initial court filing and current case status.

Criminal Disclosure Questions		
Number	Question	Minimum Documentation Required for Upload
4	Have you ever been convicted of or pled guilty or nolo contendere ("no contest") in any court to any felony?	Documentation of charges and disposition.
5	Are there any pending charges against you for any felony?	Documentation of charges and current status of case.
6	In the past 10 years, have you been convicted of or pled guilty or nolo contendere ("no contest") in any court to committing or conspiring to commit a misdemeanor involving:	Documentation of charges and disposition.
(a)	a financial services business.	
(b)	fraud.	
(c)	false statements or omissions.	
(d)	theft or wrongful taking of property.	
(e)	bribery.	
(f)	perjury.	
(g)	forgery.	
(h)	counterfeiting.	
(i)	extortion.	
7	Are there any pending charges against you for any misdemeanor specified in question 6?	Documentation of charges and current case status.
Customer Arbitration/Civil Litigation Disclosure Questions		
Number	Question	Minimum Documentation Required for Upload
8	Have you ever been named as a respondent or defendant in a financial services consumer-initiated arbitration or civil litigation which:	
(a)	is still pending?	Documentation of action taken and current status of case.
(b)	resulted in an arbitration award or civil judgment against you, regardless of amount, or that required corrective action?	Documentation of allegations, findings and resolution.
(c)	was settled for any amount?	Documentation of allegations, findings and resolution.
Financial Disclosure Questions		
Number	Question	Minimum Documentation Required for Upload
9	In the past 10 years have you filed or been the subject of a personal bankruptcy petition, whether voluntary or involuntary?	
	Any Chapter in Pending Status	Official Court Filing/Schedules of the Bankruptcy
	Any Chapter Type Complete	Copy of the Discharge Certificate and Schedules
	Chapter 11 or 13 in Progress	Copy of Court Filing/Schedules and proof the individual is current on payments. This can be in the form of a letter from the trustee or a current statement.
	Dismissed Bankruptcy	Evidence of Dismissal by Court

10	In the past 10 years, have you been the subject of any non-judicial or judicial efforts to foreclose on real property, either commercial or residential?	
	Initiated or in Progress	Letter of Notification from Lender, court filing or judicial order for sale (in judicial foreclosure states); applicant's explanation should include individual's plan of action.
	Redeemed	Copy of 1099 issued by lender OR a copy of letter from lender stating whether or not a deficient balance on the mortgage loan will be collected on OR a copy of the state statute declaring the property state as non-recourse (usually applies only to primary residences).
	Modified	Evidence of modification filing with lender and any correspondence (if recent or not yet approved). Copy of temporary or permanent modification contract and evidence that timely payments are made to the lender in accordance with the modification agreement.
	Short Sale	Copy of Short Sale Agreement with all lenders, evidence of completed and Final HUD-1 for the short sale, and copies of 1099s issued by lenders OR a copies of letters from lenders stating whether or not a deficiency balance on the mortgage loan will be collected on OR a copy of the state statute declaring the property state as non-recourse (usually applies only to primary residences).
11	Has a bonding company ever denied issuance of, paid out on, or revoked a bond for you?	Documentation of action taken by the bonding company.
12	Do you have any unsatisfied judgments against you?	Copy of initial judgment from court and evidence of any payment arrangements, current balance due, and proof of payment to the arrangement for the last months (i.e. cancelled checks or statement from receiver); documentation of satisfaction when judgment has been paid off.
13	Do you have any unsatisfied liens against you?	Copy of initial lien filed and evidence of any payment arrangements for the last months and current status of arrangements (i.e. copies of cancelled checks or statement from lien holder); documentation when released
14	Are you delinquent on any court ordered child support payments?	Documentation of any payment arrangements, current balance due, and documentation to show what payments have been made for the last months. Explanations should include the individual's plan of action to make the account current.

Regulatory Action Disclosure Questions - Part I

15	Have you ever had a financial services license or any other professional license revoked, suspended or restricted?	Copy of action taken.
16	Has any federal, state or local regulatory agency, governmental entity, foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection authority ever:	
(a)	found you to have made a false statement or omission or been dishonest, unfair or unethical?	Copy of action taken.
(b)	found you to have been involved in a violation of a financial services statute or regulation?	
(c)	found you to have been a cause of a financial services business having its license or authorization to conduct a business activity denied, suspended, revoked or restricted?	
(d)	entered an order against you in connection with a financial services activity?	
(e)	restricted or revoked your registration or license?	
(f)	denied or suspended your registration or license or application for licensure, disciplined you, prevented you from associating with a financial services business or otherwise restricted your activities?	
(g)	barred you from association with an entity regulated by such commissions, authority, agency, or office or from engaging in a financial services business?	
(h)	issued a final order against you based on violations of any law or regulation that prohibits fraudulent, manipulative, or deceptive conduct?	
(i)	taken a regulatory action, whether administrative or civil, including entering an order or dismissing an action pursuant to a settlement agreement against you in connection with any license or registration?	
17	Is there a pending regulatory action proceeding, either administrative or civil, against you that alleges you:	
(a)	made a false statement or omission or were dishonest, unfair or unethical?	Copy of action taken.
(b)	violated a financial services statute or regulation?	
(c)	were a cause of a financial services business having its authorization to do business denied, suspended, revoked or restricted?	
(d)	violated a law or regulation that prohibits fraudulent, manipulative, or deceptive conduct?	

18	Is there a pending regulatory action proceeding, either administrative or civil, against you whereby the remedy being sought is:	
(a)	restriction or revocation of a license or registration?	Copy of action taken.
(b)	denial or suspension of a registration or license or application for licensure?	
(c)	an injunction from association with a financial services business?	
(d)	restriction of your ability to conduct financial services activities?	
(e)	to bar you from association with an entity regulated by such commissions, authority, agency, or officer, or from engaging in a financial services business?	
19	Are there any pending regulatory action proceedings against you whereby the remedy being sought is the revocation, suspension or restriction of your financial services license or any other professional license?	
Documentation of initial filing and current case status.		
Regulatory Action Disclosure Questions - Part II		
Note: These questions pertain to individuals who are or have ever been licensed to act as attorneys or accountants, who currently hold or have ever held an authorization to act as a contractor on behalf of a federal, state or local government entity or who currently hold or have ever held a financial services license or any other professional license.		
20	Have you ever had an ability to or authorization to act as an attorney, accountant, or a contractor on behalf of a federal, state or local government entity restricted, revoked, debarred or suspended?	Copy of action taken.
21	Are there any pending regulatory action proceedings against you whereby the remedy being sought is the restriction, revocation, debarment or suspension of your authorization to act as an attorney, accountant or a contractor on behalf of a federal, state or local government entity?	Copy of action.
Termination Disclosure Questions		
22	Have you ever voluntarily resigned, been discharged, or permitted to resign after allegations were made that accused you of:	
(a)	violating a statute, regulation, rule, or industry standard of conduct?	Copy of any supporting documents, as applicable. If documents are not available, provide a detailed explanation for lack of documentation and why the individual resigned or was discharged.
(b)	fraud, dishonesty, theft, or the wrongful taking of property?	Copy of any supporting documents, as applicable. If documents are not available, provide a detailed explanation for lack of documentation and why the individual resigned or was discharged.
Individual Disclosures Pertaining to Control Activities		

Note: If an individual does not or has never exercised control over an organization, these questions would be not applicable.

Control Civil Judicial Disclosure Questions

23	Based on activities that occurred while you exercised control over an organization:	
(a)	was such organization found to have violated a financial services statute or regulation as a result of a civil action?	Documentation of initial court filing and settlement or final court decision.
(b)	is there a pending financial services civil action against such organization which alleges a violation of a financial services statute or regulation?	
(c)	is there a pending financial services civil action against such organization seeking to enjoin the organization from association with a financial services business?	
(d)	was such organization ever enjoined from associating with a financial services business?	
24	Based on activities that occurred while you exercised control over an organization:	
(a)	in connection with a financial services civil action, has such organization ever been enjoined?	Documentation of initial court filing and settlement or final court decision.
(b)	is there a pending financial services civil action in which such organization is named for which the remedy being sought is an injunction in connection with a financial services activity?	

Control Criminal Disclosure Questions

25	Based on activities that occurred while you exercised control over an organization:	
(a)	has such organization ever been convicted of or pled guilty or nolo contendere ("no contest") in any court to any felony?	Documentation of charges and disposition.
(b)	are there any pending charges against such organization for any felony?	Documentation of charges and current status of case.
(c)	has such organization ever been convicted of or pled guilty or nolo contendere ("no contest") in any court to any misdemeanor specified in question in the past 10 years?	Documentation of charges and disposition
(d)	are there any pending charges against such organization for any misdemeanor specified in question ?	Documentation of charges and current status of case.

Control Financial Disclosure Questions

26	Based on events that occurred while you exercised control over an organization:	
(a)	has such organization filed or been the subject of a bankruptcy petition, whether voluntary or involuntary, within the past 10 years?	
	Any Chapter in Pending Status	Official Court Filing/Schedules of the Bankruptcy
	Any Chapter Type Complete	Copy of the Discharge Certificate and Schedules
	Chapter 11 or 13 in Progress	Copy of Court Filing/Schedules and proof the individual is current on payments. This can be in the form of a letter from the trustee or a current statement.
	Dismissed Bankruptcy	Evidence of Dismissal by Court
(b)	has any bonding company ever denied issuance of, paid out on, or revoked a bond for such organization?	Documentation of action taken by the bonding company.
Control Regulatory Action Disclosure Questions		
27	Based on activities that occurred while you exercised control over an organization, has any federal, state or local regulatory agency or foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection agency ever:	
(a)	found such organization to have made a false statement or omission or been dishonest, unfair or unethical?	Copy of action taken.
(b)	found such organization to have been involved in a violation of a financial services statute or regulation?	
(c)	found such organization to have been a cause of another financial services business having its license or other authorization to conduct a business activity denied, suspended, revoked or restricted?	
28	Based on activities that occurred while you exercised control over an organization:	
(a)	has any federal, state or local regulatory agency, foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection agency taken any of the below actions against such organization:	Copy of action taken.
(a) (i)	restriction or revocation of a registration or license?	
(a) (ii)	denial or suspension of a registration or license or application for licensure?	
(a) (iii)	entered an injunction from association with a financial services business?	
(a) (iv)	restricted the organization’s financial services activities?	

(a) (v)	barred the organization from association with an entity regulated by such commissions, authority, agency, or officer, or from engaging in a financial services business?	Copy of action taken.
(a) (vi)	taken a regulatory action, whether administrative or civil including entering an order or dismissing an action pursuant to a settlement agreement against the entity or a control affiliate in connection with a financial services activity?	
(b)	are there any pending regulatory action proceedings against the organization that allege the organization:	
(b) (i)	made a false statement or omission or had been dishonest, unfair or unethical?	
(b) (ii)	was involved in a violation of a financial services statute or regulation?	
(c)	are there any pending regulatory action proceedings against the organization that allege the organization caused another financial services business to have its license or other authorization to conduct a business activity denied, suspended, revoked or restricted?	
29	Based on activities that occurred while you exercised control over an organization, has any federal, state or local regulatory agency, foreign financial regulatory authority, self-regulatory organization (SRO) or any consumer protection authority restricted, revoked or suspended the organization's financial services license or any other professional license or the organization's ability to act as a contractor on behalf of a federal, state or local government entity?	Copy of action taken.
30	Based on activities that occurred while you exercised control over an organization, are there any pending regulatory action proceedings against any organization whereby the remedy being sought is described in question 29?	Copy of action taken.

Appendix 7

Employment Reporting

1. How does employment reporting work in NMLS?

Company Relationship information entered by the company automatically populates the Employment History section of all individual forms (MU4, MU2 and MU4R). This will avoid duplicate data entry, conflicting employment records and confusion over who is responsible for updating employment information.

2. I have to account for ten years of employment without gaps, but I had a gap. What do I do?

There is a drop down labeled “Employment Gap” which can be used in this instance to fill periods of the 10 year employment history requirement.

3. What is the best practice when managing employment history for MU4 individuals?

The best practice for MU 4 filings is to follow this process so that employment information flows automatically into the MU4:

- a. The company requests access to the MLO’s record in NMLS.
- b. The MLO accepts the request.
- c. The company creates and completes a Company Relationship
- d. The company or the MLO completes the MU4 Form. Beginning April 18, 2026, the MU4 will automatically populate with the current employment information because the employment details were entered when the relationship was created.
- e. The MU4 is submitted and attested to, confirming the accuracy of the employment information, as well as all other information on the MU4 form.

4. What is the best practice when managing employment history for MU2 individuals (e.g., direct and indirect owners, branch managers, qualified individuals)?

The best practice for MU2 filings is to follow this process, which does not require a relationship to be created:

- a. The company requests access to the MU2 Individual’s record in NMLS.
- b. The MU2 Individual accepts the request.
- c. The company completes the MU2 filing for the individual. There will be no relationship details from the company in the employment history section.
- d. The MU2 is submitted and attested to.

Notes: It is not recommended to create a Company Relationship for individuals who are not seeking license sponsorship through an MU4 filing.

If the company employs the individual, this should be reported on the MU2 using “self-entered” employment entry.

5. What are the different statuses for each employment entry, and what do they mean?

The Employment table shows the status of each employment entry to indicate who provided the information and whether it has been confirmed.

Status type:

- **Self-reported:** The individual entered the employment information, and it is not associated with an NMLS Company Relationship.

- **Federal Employment:** The employment reflects federal employment as reported on the MU4R Form in the NMLS Federal Registry. The employment information is managed through the MU4R Form (federal) and cannot be edited on the MU4 Form (state).
- **Pending Form Submission:** The Company Relationship employment has been created, but the associated MU4 Form has not yet been submitted. The employment information cannot be changed by the individual. Changes must be made by the Company when altering the Company Relationship.
- **Verified:** The employment information is supported by an active Company Relationship and has been attested to by the individual. The employment information cannot be changed by the individual. Changes must be made by altering the Company Relationship.

6. What should happen for MU2 individuals who have an existing Company Relationship?

If a Company Relationship was created for an MU2 individual who is not an employee, the relationship will still display as an employment record on the MU2 Employment History. A company may use the Position/Title field in the relationship to clarify that this individual is not an employee.

Note: In this situation, do not end the relationship, as ending the relationship will also end the MU2 association with the company.

7. When an ACN address change occurs, will it create a new address record or overwrite the existing address?

If something changes on the company's MU1 or MU3, such as a company name or address change, it may affect the employment record. When this happens, the update will automatically flow to the MU4 and update the current employment record. The MLO will receive a License Item prompting them to review and resubmit their filing so the update is recorded in the filing history. No additional updates are required from the MLO beyond reviewing the information and resubmitting the filing.

8. If an MLO changes their title, should the relationship be ended and a new one created, or should the change overwrite the existing employment record?

A relationship is intended to cover the entire period of employment for an individual. Updates to the Position/Title field should be made to the relationship record which overwrites the existing employment history record.

9. Where is MLO contact information managed?

The Company Relationship will contain the below data points managed by the company:

- Relationship Effective Date*
- Position/Title*
- Worker Classification (W2 Employee or Non-W2 Employee)*
- Individual's Work Phone*
- Extension
- Individual's Work Email*
- Remote Work Status*
- Is the individual's remove work location their current residence? (Yes or No)*
- Remote Work License Associations
- Location(s)*

*indicates a required field

These fields allow regulators to reach the MLO as soon as the relationship is created, without needing to wait for the MU4 to be revised.

Attestation Requirements

10. What are the attestation requirements for updating Employment History?

An MLO must attest to their MU4 form after the Company Relationship is linked to the MU4 and before the employment record appears on NMLS Consumer Access. This attestation creates the initial “handshake” between the company and the MLO, confirming that both parties recognize the employment relationship. Once this handshake occurs, Consumer Access will stay in sync with the attested relationship details. Each time an MLO attests to their record, the attestation is logged in the individual’s filing history, which is accessible to regulators.

If something changes on the company’s MU1 or MU3, such as a company name or address change, it may affect the employment record. When this happens, the update will automatically flow to the MU4 and update the current employment record. In these cases, the MLO will receive a License Item prompting them to review and resubmit their filing so the update is recorded in the filing history.

11. What happens if employment information entered by the company is incorrect?

Individuals can review the information during the attestation process and work with the company to correct it before submission. The company is responsible for making the correction to the relationship, and the individual will need to review and submit following the updates.

12. If an MU1 or MU3 address changes and the individual has no other updates, does the company need to submit an MU4 filing solely to trigger verification of the individual’s employment information?

Yes. If something changes on the company’s MU1 or MU3, such as a company name or address change, the update will automatically flow to the MU4 and update the current employment record. The MLO will receive a License Item prompting them to review and resubmit their filing, so the update is recorded in the filing history. No additional updates are required from the MLO beyond reviewing the information and resubmitting the filing.

Work Locations

13. How do Employment History records apply to loan originators working remotely?

In the case of an individual that is fully remote, a supervised location is still required by the company when creating the relationship. The supervised location is an assigned location noted in the Company Relationship section from which the individual is supervised. This will display on the employment record as the individual's employment address on the MU4 Form and Consumer Access.

14. How should employment be recorded when the individual works in a state that does not require branch licensing and the registered location is not the corporate office?

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 individual works in a state that does not require branch licensing, and the location has not already been reported for another state's activity, the company should select the corporate office for the registered location. In the next phase of NMLS Modernization, users will be able to select a registered location that is not a branch location or corporate office.

15. How should employment history be handled for states that require listing every location an individual has worked at, even if it is the same company or a relocated branch?

Self-reported employment entries may be used to fulfil a state request on the MU4 Form.

Appendix 8

The information contained herein is not legal advice and should not be construed as such but, instead, is provided for informational purposes only. Please consult independent counsel for any legal questions related to these FAQs.

Work Remote FAQs Requirements

1. Who must complete the work remote details?

Answer:

A company will be required to indicate, to the best of its knowledge, the work remote status for each of its MLOs.

Companies should consult state specific requirements found here.

2. When must this be done?

Answer:

Work remote status must be completed for any MLO a company employs after September 20, 2025 (the date the work remote functionality was deployed in NMLS).

Existing relationships must be updated with the remote status but are not required to be updated ahead of 2026 renewals. To prepare for 2027 renewals, companies will be directed to complete their MLO work remote status details no later than August 31, 2026.

3. Why does it matter where the MLO works?

Answer:

Many state statutes have specific work location requirements for MLOs and there are also employment/human resources considerations.

4. Where do I go to find out which states allow work remote and if there are any special state specific requirements?

Answer:

Whether remote work is allowed for an MLO and whether there are any requirements associated with remote work can be found on the state checklists and on the Individual tab of the Licensing and Requirement Fee Chart.

If you have a question or are in doubt, you should consult your state regulator.

5. Does an MLO's home need to be licensed or registered as a branch?

Answer:

This is dependent on state law. Once a home is licensed or registered as a branch for one state, it could be deemed a branch for other states. Consult your state regulator if you have questions.

Terms

6. Are the terms “work remote” and “remote work” interchangeable?

Answer:

Yes.

7. What does it mean to work remotely? What activity is considered working remotely?

Answer:

The term work remote is defined as an MLO that is conducting licensable mortgage loan origination activity at a location that is not managed by the company.

8. I understand that as a company, I must sponsor my MLO’s licenses. What is a supervised location and why do I have to list a supervised location for each MLO?

Answer:

Many states require sponsorship in connection with an MLO license. Sponsorship denotes that an MLO’s licensed activities are appropriately supervised by their employer for the individual to be eligible to hold an approved active license status in a state.

For users working from a company location, the supervised location is the company or branch location that an MLO works from. In the case of an individual that is fully remote, the supervised location is an assigned location noted in the company relationship section from which the individual is supervised.

Work Remote Status

9. One of our MLOs is office-centric, but there are rare occasions when the MLO may have a family emergency or a sick child that necessitates their working from home. Do I need to list the MLO as hybrid?

Answer:

No. Office-centric is defined as working **primarily** from a licensed company or branch location. Rare occasions that necessitate remote work would not contradict the office-centric status.

10. Isn’t it safer to just say all my licensees are hybrid?

Answer:

While this may seem like a safe option, the status reported must be accurate. There are also some states that do not allow work remote. Consult the state licensing checklist for details.

11. If I list an MLO’s work remote status as hybrid, does that mean the MLO works remote and in an office for all their licenses?

Answer:

Not necessarily. If an MLO is hybrid the company will be required to indicate for which licenses the MLO works remote (“License Association”). It is understood for any license not chosen during the license association process, the MLO is office-centric.

12. Do I list an MLO’s status as hybrid if there are some states for which they only conduct origination activity in an office?

Answer:

Yes. See question 15 for more information.

13. What do I do if the MLO is fully remote in the summer and office-centric the rest of the year?

Answer:

In this instance it is suggested the MLO work status be Hybrid.

14. Will an MLO's work remote status appear on Consumer Access?

Answer:

No

License Association

15. What's a License Association?

Answer:

If an MLO is fully remote or hybrid, the company must indicate which licenses the MLO conducts licensed activity remotely by selecting the appropriate licenses in the License Association drop-down.

16. I am fully remote, do I still have to list the licenses for which I work remote?

Answer:

Yes. This serves to affirm that the MLO works remotely for all the licenses the MLO holds.

17. How will a state know if a hybrid or fully remote MLO designates their state as work remote?

Answer:

If an MLO's work remote status is either hybrid or fully remote the company will have to indicate which license(s) the MLO works remotely. MLO licenses NOT chosen will be interpreted to mean the work status for that specific license is office-centric.

18. Will state regulators see all of an MLO's license associations or just the license association of the state the regulator is in?

Answer:

Yes. State regulators will see all the MLO's license associations.

Miscellaneous

19. If an MLO is fully remote will their home address appear on Consumer Access?

Answer:

No

20. If I have an MLO that works from more than one location, can I designate which location is the supervised location?

Answer:

No. System functionality does not allow for this.

21. What do I do if a state considers an MLO's work remote location to be a branch location?

Answer:

The location will need to be licensed or registered as a branch. See question 5 for additional requirements.

Updates to Required Information

22. How often do I have to update work remote status?

Answer:

A company needs to update the work remote status for an MLO as soon as practicable after it changes or if the MLO obtains a new license.

Companies should consult state specific requirements for any change notice deadlines.

23. What happens if an MLO moves and/or changes locations?

Answer:

The company needs to update the MLO's work location as soon as possible. If the MLO changes their residence, which is their work remote location, they must update their record as soon as possible.

Companies should consult state specific requirements for any change notice deadlines.

24. What happens if I don't update my work remote status?

Answer:

A regulator may post a license item or take other action against the MLO's license.

25. Can a regulator reject or take action against my work remote status or location?

Answer:

Yes. If a company sets an MLO's work location status to something that does not conform to an agency's licensing requirements, the regulator may initiate an action.

Appendix 9

This information is not intended to provide legal advice and should not be relied upon in lieu of consultation with an attorney. The materials have been prepared for education and information purposes only.

Temporary Authority to Operate (Temporary Authority) Background and FAQs for Mortgage Loan Originators

Background

The Economic Growth, Regulatory Relief, and Consumer Protection Act (S. 2155 or the Act) was signed into law on May 24, 2018. The Act adds a new section to the federal SAFE Act (12 U.S.C. 5101 et seq.) entitled “Employment Transition of Loan Originators.” This section became effective November 24, 2019.

What the Law Permits

What is “Temporary Authority” to act as a mortgage loan originator (MLO) provided by the amendments?”

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.

Who is eligible for Temporary Authority?

MLOs must be:

- 1) employed by a state-licensed mortgage company in the application-state, and
- 2) either:
 - a. registered in NMLS as an MLO continuously during the one-year period preceding the application submission; or
 - b. licensed as an MLO continuously during the 30-day period preceding the date of application.

¹ As that term is defined in the SAFE and Federal Deposit Insurance Acts (12 USC 5102, 12 USC 1813).

What would disqualify an MLO from receiving Temporary Authority?

MLOs who have:

- 1) had an MLO license application denied or an MLO license revoked or suspended in any jurisdiction;
- 2) been subject to, or served with, a cease and desist order; or
- 3) been convicted of a misdemeanor or felony that would preclude licensure under the law of the application state.

How long can an MLO operate under Temporary Authority?

Temporary Authority begins on the date an eligible MLO submits a license application with the required background check information (fingerprints, personal history and experience, and authorization for a credit report as required in 12 USC 5104(a)), assuming there is no disqualifying event. It ends when the earliest of the following occurs:

- 1) the MLO withdraws the application,
- 2) the state denies or issues a notice of intent to deny the application,
- 3) the state grants the license, or
- 4) 120 days after the application submission if the application is listed on NMLS as incomplete.

What authority does the state regulator have with regard to MLOs operating under a Temporary Authority?

The amendments specify that any MLO operating under Temporary Authority is subject to the requirements of the federal SAFE Act, and all applicable laws of the application state, to the same extent as if that MLO was a state-licensed loan originator licensed by the state.

Frequently Asked Questions

1. As it pertains to S. 2155, will an MLO apply for a Temporary Authority license?

No. An MLO applies for an MLO license and, if eligible, receives Temporary Authority.

2. When can a registered mortgage loan originator (RMLO) or a state licensed MLO apply for an MLO license and originate mortgages under Temporary Authority?

The amendment states that Temporary Authority “shall take effect on the date that is 18 months after the date of enactment...” The amendments were enacted on May 24, 2018; therefore, MLOs cannot apply for a license and become eligible for Temporary Authority until November 24, 2019.

3. How is eligibility for Temporary Authority evaluated?

NMLS will be programmed to check certain elements of eligibility such as whether Criminal History Record Information (CHRI) exists and if an applicant has had an MLO license application denied, revoked, or suspended in any jurisdiction. NMLS will also be able to check the last date of registration for a federal MLO moving to a state-licensed company. Regulators may also need to manually check other elements of eligibility including the MLO’s CHRI and cease and desist orders to make sure there is no disqualifying event. If an applicant is aware of a CHRI item that may require further review by a regulator, available documentation should be made accessible to the state upon application submission.

4. Does an MLO who meets the registration or licensure requirements for Temporary Authority maintain eligibility for Temporary Authority if there is a break in service?

A break in service is permitted, but shall not exceed fourteen calendar days. The break in service begins when federal registration or state licensure ends, and stops when the new employer submits a sponsorship request.

5. What must be included in a license application in order to obtain Temporary Authority?

The individual must submit a Mortgage Loan Originator License application, which is required for Temporary Authority to Operate.

An application must include:

1. completed Individual Licensing Form (MU4) which contains personal history and experience;
2. 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 for a credit report to be obtained;
5. W2 Worker Classification; and

a request for sponsorship from the MLO’s employer.

Notes: An eligible individual can submit an MLO license application without passing the SAFE Act Test or meeting Pre-Licensure education requirements and receive Temporary Authority.

A state cannot make a final decision on an application for licensure without the following information:

1. any state-specific document required as part of an MLO license application in the Application State,
2. SAFE Act Test, and
3. Pre-licensure education requirements.

6. Is it possible for an MLO to have Temporary Authority for more than 120 days?

Yes. At the end of the 120 days, if an application is complete (including testing, education and state specific documents required by the Application-State) and the agency has not yet made a decision on the application, Temporary Authority would remain in effect until the agency acts on the application.

7. How would the system respond to the following three scenarios?

Scenario 1:

The MLO has a disqualifying event that can be ascertained from information in the system (e.g. a cease and desist order or a denial).

System Result:

The system would identify this, and the MLO would not be eligible for Temporary Authority. Therefore, the system would prevent submission until the MLO SAFE Test and Pre- Licensure Education are completed.

Scenario 2:

The MLO applies for an MLO license then the application-state determines the MLO does not meet requirements for Temporary Authority because they have been convicted of a misdemeanor or felony that would preclude licensure in the application state.

System Result:

In the system, Temporary Authority would not begin in that state. Denial by an application- state would end temporary authority in **all** states. An issuance of an intent to deny ends temporary authority **only** in the application-state.

Scenario 3:

Temporary Authority begins for an MLO, but after investigation of the application, a state determines that the MLO has a disqualifying event (e.g., a cease-and-desist order that is not in the system). Therefore, Temporary Authority should have never begun for the MLO.

System Result:

In the system, the applicant-state issues an intent to deny or denies the application and Temporary Authority is rescinded. Presumably, some states may bring an enforcement action against the MLO and/or the company for failure to disclose the relevant event. Denial by an application-state would end Temporary Authority in **all** states. An issuance of an intent to deny ends Temporary Authority **only** in the application-state.

8. Can an MLO obtain Temporary Authority in all jurisdictions on NMLS?

Yes. There is no language in S. 2155 that limits the number of states where an applicant can apply for an MLO license and thereby become eligible to operate under Temporary Authority.

9. Regarding MLOs who are moving from a Depository Institution to a Non-Depository Institution, S. 2155 uses the phrases “is a registered loan originator” and “was registered.” What is the effect of this inconsistent language?

CSBS believes the purpose of the law is to allow a current or formerly registered MLO to move from a depository institution that required registration to a non-depository institution that requires state licensure, as long as the MLO was registered continuously for the one- year period preceding application submission.

10. The amendments specifically address “Temporary Authority to originate loans for state-licensed loan originators moving interstate.” What is the intention of the word “move?” Does “move” refer to an MLO expanding their license from one state licensed jurisdiction to another or to an MLO moving physically to another state?

The amendments provide that an “application State means a state in which a registered loan originator or a State-licensed loan originator seeks to be licensed.” Based on this language, CSBS believes that “move” does not refer to nor require an MLO seeking Temporary Authority to change their physical address. CSBS believes that the intent of S. 2155 was to allow MLOs to expand their authority to originate mortgages from bank to non-bank and/or from state to state. With this understanding, an MLO could be eligible for Temporary Authority in any number of states at the same time.

11. Are the loans originated while an MLO is acting under Temporary Authority valid if the license is ultimately denied?

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 employed with their company.

12. If a company were to apply for a license in a new state, would Temporary Authority permit the company's current MLOs to work in the new state once the company is approved?

A company moving from one state to another would first need to apply and be licensed as a mortgage company in the new state. Once licensed, the company's MLOs may then be eligible for Temporary Authority if they apply for licensure.

13. Will a status show on NMLS Consumer Access for MLOs with Temporary Authority? What will it be?

Consumer Access shows both the status of a license and whether a licensee or registrant is authorized to conduct business. An applicant who receives Temporary Authority is in the process of applying for an MLO license. The applicant is deemed to have Temporary Authority before a licensing decision has been made on their application. Once received, Temporary Authority will show as "Temporary Authority" on Consumer Access. An MLO with Temporary Authority is authorized to conduct business if all qualifications are met. This means that the "authorized to conduct business" field in Consumer Access will be denoted with a "Yes."

14. Will an MLO with Temporary Authority be required to be covered by a surety bond or recovery fund?

Yes. Section 5107(f)(1) of 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. Section 5107(d)(6) explains that states are required to base that bond or fund amount on the amount of loans originated by an MLO.

S.2155 adds section 5117(d) to the SAFE Act. 5117(d)(2) states that:

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

An MLO with Temporary Authority to originate must meet all requirements of the SAFE Act including bonding requirements. MLOs with Temporary Authority are able to originate loans, therefore, based on Section 5107(d)(6) above, their loan amount would need to be covered by a bond or fund. Similar language in 5117(d)(1) extends this applicability to employers of MLOs with Temporary Authority. A sponsoring company's bond satisfies the bonding requirement for their MLOs.

15. Will the loans originated by an MLO with Temporary Authority be required to be included in the Mortgage Call Report (MCR)?

Yes. SAFE Act, section 5104(e) requires each mortgage licensee to submit a call report to NMLS in a form specified by NMLS. The NMLS Policy Guidebook states that an MCR must be completed by all state licensed companies and companies employing state licensed mortgage loan originators.

Applicants who have received Temporary Authority have begun the application process for an MLO license. S. 2155 requires in both sections 5117(b)(1) and (c)(1)(B), that applicants must be employed by a state-licensed company in the application state. CSBS interprets this to mean that these employees must be included in the Call Report mandated in section 5104(e) because they are employees of a mortgage licensee.

16. Can a federally registered MLO with an inactive state license obtain Temporary Authority in a different state?

Yes. If a federal registrant with an inactive license meets all requirements for eligibility, they can seek Temporary Authority.

17. Is an applicant with a pending prosecution matter eligible for Temporary Authority?

Yes. A pending criminal matter would not affect the eligibility for Temporary Authority until the matter is resolved, and the resolution makes the applicant ineligible.

18. If an applicant submits an MLO license application that meets the requirements for Temporary Authority on Friday and the state begins the license application review on Monday, what day did Temporary Authority begin?

If an MLO is eligible, Temporary Authority begins on the date of application submission. Therefore, in the example above, the MLO's Temporary Authority would have begun on the Friday that the application was submitted.

19. Are MLOs with Temporary Authority subject to the federal SAFE Act?

Yes. All provisions of the SAFE Act, including the enforcement provisions, apply to MLOs with Temporary Authority.

20. If an application state issues a license application denial or intent to deny during the Temporary Authority time period, does the applicant have administrative rights?

Yes. State Administrative Procedures Act rights attach to the license, not Temporary Authority. Temporary Authority ends when a state denies a license application or issues a notice of intent to deny. The applicant can appeal the denial of the license, but not the termination of Temporary Authority. An MLO cannot conduct licensable activities without Temporary Authority or a license.

21. When should the license item "Intent to Deny" be used?

The intent of S. 2155 is to permit qualified mortgage loan originators to originate loans for 120 days while completing state-specific requirements such as testing and education. During this time period, applicants are also required to submit any additional state-specific documents required for licensure and complete any follow-up requests made by the regulator, such as updating any expired or incorrect documents.

If eligible, an applicant will be deemed to have TA while their application moves through a state's normal licensing process. Under S. 2155, an issuance of an Intent to Deny would simultaneously end TA and would also stop the licensing process. 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 a notice of intent to deny the license. NOTE: There is no appeal process for the loss of TA.

22. Can an MLO originate loans at an unlicensed location?

If a state requires locations to be licensed prior to commencing origination activity, Temporary Authority does not change this requirement. Sections 5117(d)(1) and 5117(d)(2) of the SAFE Act state that employers of MLOs and MLOs deemed to have Temporary Authority in an application State shall be subject to the requirements of this chapter and to applicable State law to the same extent as if that MLO was a State-licensed loan originator licensed in the application State. Therefore, if a state requires a location to be licensed prior to commencement of origination activity, then neither the employer of the MLO or the MLO can engage in origination activity until the location is licensed. Licensees should follow each states' rules regarding licensing requirement applicability for remote work locations.

23. Can an Agency use their Abandonment Statute on a Pending-Deficient (Temporary Authority Eligible) application?

S. 2155 does not speak to how an application in a Temporary Authority Eligible status may be disposed of prior to obtaining Temporary Authority¹⁴. In accordance with applicable state law, Agencies may apply their Abandonment/Non-Response Statutes to an application that is in a Pending-Deficient (Temporary Authority Eligible) status.

24. Can an MLO receive Temporary Authority if they become employed by a registered exempt mortgage company?

No. Section 5117(b)(1) of the SAFE Act states that 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." §5117(a)(2). A registered exempt mortgage company does not meet the criteria of a "state-licensed mortgage company" for purposes of §5117(b)(1). Therefore, an MLO in their employ is not eligible for Temporary Authority.¹⁵

¹⁴ To receive Temporary Authority applications must be in one of the following Temporary Authority Statuses: Pending-Deficient (Temporary Authority), Pending-Review (Temporary Authority), and Pre-Approved (Temporary Authority).

¹⁵ An exempt registration is a functionality in NMLS that permits a state agency to track those individuals participating in certain business activities, but who are exempt from licensure or registration under state statute.

Appendix 10

Electronic Surety Bond (ESB) Glossary

The purpose of this document is to categorize, classify and describe the terminology that is referenced throughout the Electronic Surety Bond Tracking in NMLS.

Electronic Surety Bond (ESB) Terms

association	In the context of ESB tracking, it is the relationship between surety company and surety bond producer. The surety company will grant the surety bond producer the ability to create and manage the bond/rider on behalf of surety company subject to identified state authorizations and bond limits. Only representatives designated in the Association are be able to sign bonds/riders on behalf of the surety company.
attorney-in-fact	An entity that holds a Power of Attorney, granted by a surety company, empowering the execution of a surety bond. In the context of ESB tracking, the attorney-in-fact is the representative of surety bond producer with execution authority.
authority	In the context of ESB tracking, authority provides a surety entity with access to the licensee for the purpose of managing bonds on behalf of the licensee.
bond amount	Also called penal amount or penal sum, it is the amount of liability under a bond.
bond limit	The maximum bond amount that a surety entity is allowed to enter when creating or updating the bond.
bond number	An alphanumeric identifier that is issued by a surety entity and associated with a bond. In the context of ESB tracking, a bond number is required when an existing bond is converted or a new bond is created in NMLS.
bond status	In the context of ESB tracking, a status associated with a bond in NMLS ESB.
broker of record	An entity that has a contractual agreement with a principal in the management of surety bond/rider. In the context of ESB tracking, a BOR with execution authority will be able to sign the bond/rider, a BOR without execution authority will not be able sign the bond / rider and in this case, the bond / rider will need to be signed by the associated surety company.
BOR Change	The process for a surety company to replace an existing (outgoing) with a new (incoming) BOR. In the context of ESB tracking, a BOR change is initiated by the surety company and must be confirmed by the licensee.
cancelled bond	A bond that has been specifically cancelled by the issuing surety company/surety bond producer and is then considered to be "inactive" in NMLS, but sometimes continues to hold the obligations set forth in the Bond Terms.
converted bond	The process for surety entity to convert a paper bond that has previously been delivered to a regulator outside NMLS to an electronic bond, the surety entity should identify the bond as a converted bond. The effective date for a converted bond will default to the surety signatory date.
deleted bond or rider	In the context of ESB tracking, a surety entity will be able to delete a bond or rider in a Requires Rep Signature or Returned to Surety status. Once deleted, the bond or rider will no longer be visible to NMLS users. However, a record will be retained in the database.
delivered bond	Once the bond is signed by the surety and licensee, it is ready to be delivered. If the licensee has an existing license, the bond will be delivered immediately to the regulator. If the licensee has a pending license application, the bond will be delivered to the regulator at the time the license application is submitted.

effective date	Also called bond effective date, the date on which bond coverage becomes effective. In the context of ESB tracking, the effective date for a converted bond is populated with the surety signatory date. The Effective Date for a new bond can be provided by the surety.
executed bond	A bond that has been prepared and signed by a surety entity and subsequently reviewed and signed by the Licensee.
execution authority	In the context of ESB tracking, the power and authority granted by surety company, through power of attorney, to surety bond producer, who will be able to take certain actions or to bind the surety company to specified obligations
incoming	When a licensee decides to end a business arrangement with one surety bond producer and begins working with a new surety bond producer, a new broker of record relationship is established between the licensee/principal and the new surety bond producer. In the context of ESB tracking, confirmation of the change will be allowed only when all pending surety bonds and riders have been delivered or deleted.
licensee	A person, company, etc., to whom a license is granted or issued by state agencies, in order to conduct related business in the jurisdiction. With respect to surety bonds, the Licensee is the Principal on the bond.
minimum bond amount	The minimum bond amount that is required by state agency for a surety bond associated with a specific license type.
National Association of Insurance Commissioners number	Unique identifier for a surety company assigned by the National Association of Insurance Commissioners. In the context of ESB tracking, NAIC number will be used throughout NMLS to identify a surety company.
notice of cancellation	Submission by a surety company indicating a bond will be cancelled on the effective date provided. If cancelled prior to delivery to the regulator, cancellation is immediate. Once delivered to the regulator, if permitted by the state, notice of cancellation must comply with state advance notice requirements. Upon submission, the bond status will be updated to Notice of Cancellation.
NPN number	Unique identifier assigned by the National Association of Insurance Commissioners (NAIC) through the licensing application process or the NAIC reporting systems to individuals and business entities (including, but not limited to producers, adjusters, and navigators) engaged in insurance related activities regulated by a state insurance department. The NPN is used to track those individuals and business entities on a national basis. In the context of ESB tracking, this unique identifier will be used throughout NMLS to identify a Representative of a Surety Bond Producer.
obligee	The entity that is protected against loss by a surety bond. In the context of ESB tracking, the obligee is the state agency.
other trade name	Other trade name is the business name under which the license conducts its business.
outgoing BOR	The surety entity that currently has an existing broker of record relationship with the licensee/principal, but the licensee/principal has decided to terminate the current business relationship.
perpetual bond	A type of bond that doesn't have an expiration date.
principal	In suretyship, the party whose actions, honesty or responsibility is to be guaranteed. In the context of ESB tracking, the principal is the licensee.
reinstated bond	In the context of ESB tracking, a surety company will be able to reinstate a cancelled bond if the Cancellation Effective Date is in the past. The bond will be set back to an Executed status when the reinstatement is submitted as of the Cancellation Effective Date.
representative	In the context of ESB tracking, this is a person associated to a surety company or a surety bond producer, who can manage bonds on behalf of the surety company or surety bond producer. The Representative's bond management ability is limited by the roles assigned to that Representative, state authorizations indicated and bond limits indicated.

rescind cancellation	In the context of ESB tracking, a surety company will be able to rescind the Notice of Cancellation if the Cancellation Effective Date has not elapsed. The bond will be set back to an Executed status when the cancellation is rescinded.
state agency	State regulators that supervise a particular industry or business activity.
state authorization	The authorization granted by state agency for the surety entities to engage in suretyship in that jurisdiction.
surety bond	A three party agreement whereby one party (the surety) is bound with the entity bonded (the principal) to a third party (the obligee). The bond guarantees the surety's performance or monetary compensation to the obligee should there be a failure by the principal to perform specified acts within a stated time period. In the context of ESB tracking, the surety bond is electronically managed in NMLS.
surety bond producer	An entity who handles surety bonds, producing business for the surety company. In the context of ESB tracking, a surety bond producer may have or may not have execution authority to sign the bond / rider.
surety bond rider	An amendment to a previously-issued (and still active) surety bond. In the context of ESB tracking, Surety entities will be able to create a rider to update bond information if the bond is in an Executed status and has been delivered to the regulator. Only one rider can be created at a time. The rider must be signed by the licensee before another rider can be created.
surety company	A corporation collaterally bound for the payment of money or the performance of an act or duty by the principal. In the context of ESB tracking, a surety company can create, manage and sign the bond/rider.
surety entities	In the context of ESB tracking, Surety companies (SC) and surety bond producers (SBP) will be collectively referred as surety entities.
underwriter	An individual or employee of an insurance company who determines which risk to accept and the amount of such risks. In the context of ESB tracking, a surety entity can associate an underwriter user to a bond at the time of bond creation or at any time prior to bond cancellation.
underwriting company	The company associated with a surety company to underwrite the surety bond. In the context of ESB tracking, an underwriting company can be selected by the surety bond producer when they establish the business relationship.

Bond / Rider Status Definitions

Requires Rep Signature	Once all the bond fields are entered by the surety entities, it will remain in Requires Rep Signature status until the bond is signed by the surety entity.
Pending Principal Signature	Once the surety entity attests to and signs the bond, it will be delivered to the licensee for signature and the bond status will be updated to Pending Principal Signature.
Return to Surety	Once a surety bond has been signed by the surety entity, the licensee will have an opportunity to review and sign the bond. If there are errors in the bond information, the licensee will be able to return the bond to the surety entity for correction. The status of a bond returned to the surety will be updated to Return to Surety.
Executed	Once attested to and signed by the licensee or designated Individual (MU2), the bond status will be updated to Executed.
Declined	If a licensee does not want to sign a bond provided to them by a surety entity, the licensee will be able to decline the bond and provide a note to the surety entity regarding why the bond was declined. The bond status will be updated to Declined.
Notice of Cancellation	Upon submission of Notice of Cancellation, the bond status will be updated to Notice of Cancellation.
Cancelled	Upon the successful cancellation of the bond, the bond status will be updated to Cancelled.

BOR Change Status Terms

Pending	Surety company has submitted the BOR change on behalf of the Licensee.
Confirmed	Licensee has confirmed the BOR change.
Declined	Licensee has declined the BOR change.

Appendix 11

License Status Definitions

Approved

Status assigned when regulator has reviewed the license or transition request and decided to issue a license to the applicant through NMLS.

Approved-Conditional

Status assigned when the regulator has reviewed the license or transition request and decided to issue a license through NMLS provided certain conditions imposed by the regulator are met. This status may also be used (i) when a regulator has imposed an increased financial responsibility requirement on the licensee or (ii) if a licensee is subject to conditions set by an administrative order that do not otherwise restrict their ability to conduct lawful activities under the license.

Approved - Deficient

Status assigned when a regulator determines an entity is entitled to conduct business but may be required to provide additional documentation/information to the regulator to comply with licensing requirements.

Approved - Failed to Renew

Status assigned when a licensee with a perpetual license fails to file renewal prior to December 31st.

Approved - Inactive

Status assigned when (i) the last active sponsorship is removed from a mortgage loan originator license; or (ii) when an entity or individual informs a regulator (outside NMLS) that they do not intend to conduct business under the license for a period of time but will continue to comply with certain licensing requirements in order to retain the license. The status may also apply when a new license applicant is not currently employed as a mortgage loan originator but meets all other licensing requirements. In such cases, the license may be displayed as Approved Inactive until sponsorship by a mortgage company is acquired and approved by the regulator. Until sponsored and approved, the individual is prohibited from engaging in the business of a mortgage loan originator. This status also may be used for company licenses if the company is not associated with an approved qualifying individual.

Approved – On Appeal

Status assigned when a regulator has taken action to suspend or revoke an approved license, the entity has appealed the decision and the entity is authorized to continue to conduct business while the action is on appeal. This status also may be used if a regulator rejects a renewal request and the licensee appeals the rejection.

Approved – Surrender / Cancellation Requested

Status assigned when a licensee submits a surrender / cancellation request to a regulator.

Denied

Status assigned when regulator has reviewed the license requested and determined that sufficient grounds exist to deny the request. This status may also be used by regulators who deny a renewal request for license.

Denied – On Appeal

Status assigned when regulator has reviewed the license request and determined that sufficient grounds exist to deny the request, but applicant has appealed the decision.

Pending - Deficient

Status assigned when regulator has determined documents or information are incomplete or are missing from the license request.

Pending - Deficient (Temporary Authority)

Temporary Authority to Operate status assigned when Temporary Authority is Active and CBC requirement has been completed, but there are pending testing & education requirements or active license items.

Pending - Deficient (Temporary Authority Eligible)

Temporary Authority to Operate status assigned before Temporary Authority is Active while awaiting CBC results, CHRI review by the regulator, and a sponsorship request.

Pending - Incomplete

Status assigned upon submission of a new license request.

Pending - Review

Status assigned once the regulator has received external documents per checklist, completes a preliminary review of new license request and decides to accept the filing for processing. Once the request is placed in this status, the regulator review clocks start.

Pending - Review (Temporary Authority)

Temporary Authority to Operate status assigned when Temporary Authority is Active, testing & education requirements have been met, and no regulator-set license items exist.

Pending - Withdraw Requested

Status assigned when the applicant submits a filing to withdraw a license request.

Pre-Approved (Temporary Authority)

Temporary Authority to Operate status assigned when Temporary Authority is Active and testing & education requirements have not been met, but all other licensing requirements have been met.

Revoked

Status assigned when a regulator has taken action to revoke the license. Pursuant to federal SAFE legislation, placement of a mortgage loan originator license into this status will render the mortgage loan originator unable to obtain or retain a license to conduct mortgage business in any jurisdiction.

Revoked – On Appeal

Status assigned when a licensee has appealed a regulator's action to revoke the license.

Suspended

Status assigned when a regulator has taken action to suspend the license.

Suspended - On Appeal

Status assigned when a licensee has appealed a regulators action to suspend the license.

Temporary Cease and Desist

Status assigned when a regulator issues a temporary cease and desist order against the licensee. Respond to and comply with any requirements / restrictions set forth in the order.

Terminated - Expired

Status assigned to a non-perpetual license when entity fails to renew a license by the end of the Reinstatement Period or the jurisdiction's deadline (whichever is earlier), marks a license as Do Not Renew or has failed to address outstanding issues with a license that has been suspended.

Terminated - Failed to Renew

Status assigned to a non-perpetual license when a licensee fails to file for renewal prior to December 31st or marks a license as Do Not Renew. The licensee is not authorized to conduct business with a license in this status.

Terminated - Ordered to Surrender

Status assigned when a regulator orders a licensee to surrender their license.

Terminated – Surrendered / Cancelled

Status assigned when a regulator approved a surrender / cancellation request submitted by the licensee.

Transition Cancelled

Status assigned upon submission of a filing request cancellation of a transition request.

Transition Rejected

Status assigned when a regulator decides not to approve a transition request. Also used by regulators when the incorrect license type is identified for transition.

Transition Requested

Status assigned upon submission of a transition request.

Withdrawn – Application Abandoned

Status assigned when the applicant has not responded to regulator requests for additional information within a timely manner.

Withdrawn - Voluntary without Licensure

Status assigned upon acceptance of a withdraw request submitted by the applicant.