



COMPLETING THE CBC PROCESS FOR MU2s – COMPANY PERSPECTIVE

This guide will walk you through how to request agency access for an MU2 individual's Criminal Background Check (CBC) results.

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.

NOTE: If given the option, click the **State** button.

3. Click the **Filing** tab.
4. Click **Company (MU1)** in the submenu.

5. Click the **Create New Filing** button.

NOTE: If there is an un-submitted filing click the **Edit** icon.

6. Click **MU2 Forms** in the left navigation panel.
7. Click the **Edit Filing** icon next to the corresponding individual.

NOTE: If the status of the MU2 is *Attested*, click the **Recall Filing** icon next to the corresponding individual and then click the **OK** button within the pop-up box. Next, click the **Edit Filing** icon.

8. Click **Criminal Background Check** in the left navigation panel.

The screenshot shows the NMLS interface for requesting a Criminal Background Check. The user is logged in as 'Company (MU1)'. The page title is 'Criminal Background Check' for 'Kirk Morgan Clarke Jr by ThomasM57'. The total charges are \$1,651.25. The 'Request Criminal Background Check' section has a checkbox for 'I am requesting a Federal Criminal Background Check' which is checked. Below it, there is a radio button for 'Submit New Prints'. The 'Access to Background Check Results (3)' section shows 'Current Agency Access: Alabama, Missouri, West Virginia' and a 'Manage Agency Access' button. Red boxes and numbers 9 and 10 highlight the checkbox and the 'Manage Agency Access' button respectively.

Figure 1: Criminal Background Check

9. Check the box next to *I am requesting a Federal Criminal Background Check* and select the preferred background check method.

10. Click the **Manage Agency Access** button to select the agency(s) that should be authorized to view the individual criminal background check results (See *Figure 1*).

NOTE: Review the [MU2 NMLS CBC Requirements Chart](#) to determine CBC requirements.

Add Agency Access

Select agencies that you would like to authorize to view the individual criminal background check results. Individuals must then approve access. Review [State Licensing Checklists](#) to determine criminal background check requirements.

Agencies not listed may already be authorized or require an alternative means of receiving background check results outside of NMLS.

<input type="checkbox"/> Alaska	<input type="checkbox"/> Idaho	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Vermont
<input type="checkbox"/> Arizona	<input type="checkbox"/> Illinois	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Delaware	<input type="checkbox"/> Indiana-DFI	<input type="checkbox"/> Rhode Island	
<input type="checkbox"/> Georgia	<input type="checkbox"/> Indiana-SOS	<input type="checkbox"/> South Dakota	
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Texas - DOB	

Figure 2: CBC Add Agency Access

11. Select the check box next to each applicable agency, then click the **Submit** button (See *Figure 2*).

NOTE: Only agencies that are using NMLS CBC functionality will be displayed for selection. States may also require a state background check to be submitted outside of the System. Failing to grant access to all relevant agencies before criminal background check results are returned requires you to authorize and pay for a new criminal background check.

12. Click the **Next** button.

13. Click **Attest and Submit** on the left navigation panel.

14. Click the **Request Attestation** button.

15. Once the Individual Form (MU2) has been attested by the individual, the company will receive an email notification reporting the completion.

16. Repeat steps 1 – 4 and click the **Edit** icon to submit the Company Form (MU1).

17. Click **Attest and Submit** on the left navigation panel.

NOTE: All items listed on the Attest and Submit page must be cleared before the **Attest** button will be active at the bottom of the page.

18. Submit payment for all applicable CBC requests using the payment screen to finalize the submission.

For additional assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).