



INDIVIDUAL (MU4) FORM FILING

Follow the instructions below to complete and submit your own Individual (MU4) Filing.

NOTE: Your company may submit an Individual (MU4) Filing on your behalf. Consult the company before requesting a new Individual (MU4) Form to verify that you are responsible for completing or submitting it.

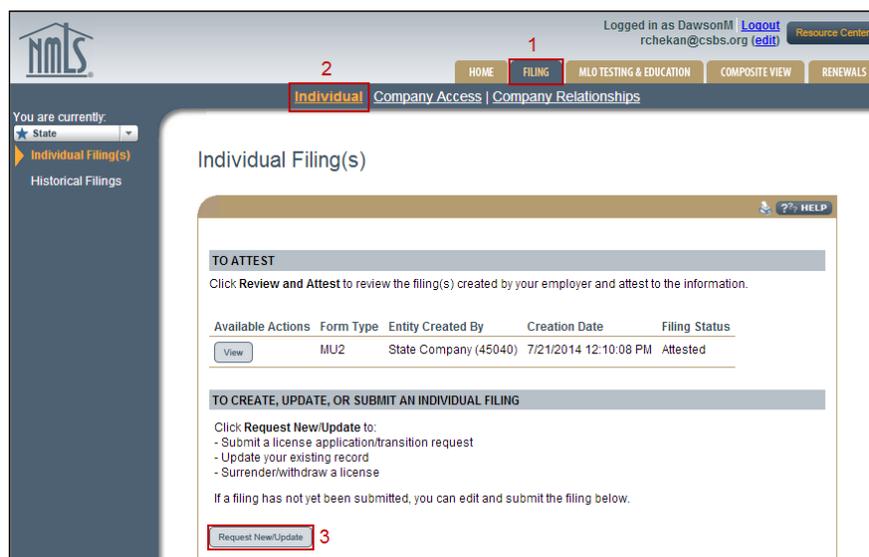
Before You Begin

1. Make sure you have an Individual NMLS account. See the [Individual Account Creation Quick Guide](#) for more information.
2. Review the state-specific requirements in the states for which you are seeking licensure. You may be required to submit information outside of NMLS. See the [State Licensing](#) page of the NMLS Resource Center for more information.
3. Verify that you have satisfied all Pre-Licensure Education and SAFE MLO Testing requirements. See the [Professional Standards](#) page of the NMLS Resource Center for more information.

Requesting a New Individual (MU4) Form

The steps below will walk you through how to complete each section of the Individual (MU4) Form in NMLS. After saving each section, click the **Next** button or make a selection in the left navigation panel to move to the next section.

1. Click the **Filing** tab.
2. Click **Individual** on the sub-menu.
3. Click the **Request New/Update** button.



- Click the **Continue** button to proceed with the filing.

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 rchekan@csbs.org ([edit](#))

HOME FILING MLO TESTING & EDUCATION COMPOSITE VIEW RENEWALS

Individual | [Company Access](#) | [Company Relationships](#)

You are currently:
 ★ State
 ▶ **Individual Filing(s)**
 Historical Filings

Individual Filing(s)

This will allow you to create a new filing. If you are attempting to attest to a company-created filing, click **Cancel** and, when you return to the Individual Filing(s) page, click **Review and Attest**. If you still wish to create a new filing, click **Continue**. Note: The party that creates and submits a filing is the party that pays any fees associated with the filing.

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License/Registration Information

- Click the **Add** button to select the licenses for which you are applying.

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HOME FILING MLO TESTING & EDUCATION COMPOSITE VIEW RENEWALS

Individual | [Company Access](#) | [Company Relationships](#)

You are currently:
 ★ State
 ▶ **License/Registration Information**
 Identifying Information
 Other Names
 Residential History
 Employment History
 Other Business
 Disclosure Questions
 Disclosure Explanations
 Criminal Background Check
 Credit Report Request
 Attest and Submit

License/Registration Information

Mike Dawson (45044) MU4 filing created 8/8/2014 by DawsonM. Total Charges: \$0.00

To begin, follow the instructions below and refer to the [State-Specific Checklist](#) for licensing requirements.

- Click [Add](#) to request a new license/registration or transition an existing license.
- To Amend, Review, or Edit your record select the appropriate section of the application on the navigation panel.
- Select [Attest and Submit](#) on the left panel to attest and/or submit the filing.

Unsubmitted License/Registration Requests

The list below reflects license, transition, surrender and/or withdrawal requests that will be submitted with this filing. Click **Cancel Action** to remove the request from the filing.

No Record found.

Submitted License/Registration Requests

Below is a list of license(s)/registration(s) that have been submitted to your regulator along with the status. Select the appropriate button to *surrender, withdraw, or cancel* a license/registration.

Regulator	License	Status	License Number	Available Action
Florida	Mortgage Loan Originator License	Pending - Review	FL: 100987	<input type="button" value="Withdraw"/>

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2. Select **all applicable states** in which you want to be licensed.

NOTE: Verify with your company in which states you need a license. Fees are non-refundable.

3. Click the **Next** button.

The screenshot shows the NMLS License Wizard interface. At the top, it says "Logged in as DawsonM" with a "Logout" link and "rchekan@csbs.org (edit)" below it. There is a "Resource Center" link. The navigation bar includes "HOME", "FILING", "MLO TESTING & EDUCATION", "COMPOSITE VIEW", and "RENEWALS". Below this, it says "Individual | Company Access | Company Relationships". On the left, there is a sidebar with "You are currently:" and a "State" dropdown menu. Below that is a list of menu items: "License/Registration Information", "Identifying Information", "Other Names", "Residential History", "Employment History", "Other Business", "Disclosure Questions", "Disclosure Explanations", "Criminal Background Check", "Credit Report Request", and "Attest and Submit". The main content area is titled "License Wizard" and shows "Mike Dawson (45044) MU4 filing created 8/8/2014 by DawsonM." and "Total Charges: \$0.00". Below this, it says "Select the state agency(ies) below to which you would like to submit an individual license/registration application and click **Next**." There is a grid of checkboxes for various states and territories. The "Alaska" checkbox is checked. A red bracket on the right side of the grid is labeled "2". At the bottom, there is a "Next" button and a "Cancel" button. A red box around the "Next" button is labeled "3".

4. Select the **license types** for which you are applying.

5. Click the **Next** button.

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6. If you are transitioning an existing license, enter your current MLO license number.
7. Click the **Next** button.

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HOME | FILING | MLO TESTING & EDUCATION | COMPOSITE VIEW | RENEWALS

Individual | Company Access | Company Relationships

You are currently: State

License/Registration Information

- Identifying Information
- Other Names
- Residential History
- Employment History
- Other Business
- Disclosure Questions
- Disclosure Explanations
- Criminal Background Check
- Credit Report Request
- Attest and Submit

License Wizard

Mike Dawson (45044) MU4 filing created 8/8/2014 by DawsonM. [HELP](#)

Total Charges: \$0.00

EXISTING LICENSEES/REGISTRANTS

For any EXISTING licenses/registrations being transitioned on to NMLS, enter the license/registration number exactly as provided to you by the state regulator. *FAILURE TO DO SO MAY RESULT IN YOU BEING CHARGED NEW APPLICATION FEES.* If you do not see your existing license/registration listed below, click **Previous** to verify the state and license/registration selections on the prior screens. Click **Next** after all existing license/registration numbers have been provided.

License/Registration Type	Existing License/Registration Number (for transitions only)
Alaska Mortgage Loan Originator License	<input type="text"/>

NEW LICENSE/REGISTRATION APPLICANTS

If you are applying for a new license/registration, please click **Next**.

Previous **Next** Cancel

8. Confirm the license types selected are accurate.
9. Click the **Finish** button.

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HOME | FILING | MLO TESTING & EDUCATION | COMPOSITE VIEW | RENEWALS

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You are currently: State

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License Wizard

Mike Dawson (45044) MU4 filing created 8/8/2014 by DawsonM. [HELP](#)

Total Charges: \$0.00

Below is a list of the individual license(s)/registration(s) you have identified to apply for or transition at this time.

If this list is correct, click **Finish** to save these license(s)/registration(s) and continue with the filing. You will be returned to the License/Registration Information page and can complete and/or amend information on your record before submitting the filing.

If this is not correct, click **Previous** to return to the previous pages and make changes.

- Alaska Mortgage Loan Originator License 8

Previous **Finish** Cancel

Identifying Information

1. Enter all data.
2. Click the **Save** button.

Other Names

1. Click the **Add** button to enter any other names you have been known by or used since the age of 18.
2. Click the **Save** button.

Residential History

1. Click the **Add** button for each residential location.

NOTE: You must provide residential history for the past ten years without gaps. When entering your current address, leave the “To” data field blank.

2. Click the **Save** button.

Employment History

1. Click the **Add** button for each employer.

NOTE: You must provide employment history for the past ten years without gaps. If a student, enter school name and address. If unemployed, enter “Unemployed” in the “Position Held” data field and list your home address.

2. Click the **Save** button.

Other Business

1. Click the **Add** button to identify any other business that you are currently engaged in as a proprietor, partner, officer, director, employee, trustee, agent, or otherwise.
2. Click the **Save** button.

Disclosure Questions

1. Answer all disclosure questions. Any “Yes” answer requires you to provide an explanation in the *Disclosure Explanations* section.
2. Click the **Save** button.

Disclosure Explanations

1. Click the **Add Explanation for “Yes” Responses** button.
2. Provide all relevant information and upload any supporting documentation.
3. Click the **Save** button.

NOTE: You can click the **Add Explanation for “No” Responses** button if you need to provide an explanation for a disclosure question that was answered “Yes” in a previous filing.

For more information on Disclosure Explanations, see:

- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations – Document Upload Quick Guide](#)

Criminal Background Check

1. Indicate that you are requesting a Federal Criminal Background Check.
2. Select if you are going to use existing prints or submit new prints.
3. Provide all necessary demographic information.
4. Click the **Save** button.

For more information on Criminal Background Checks, see:

- [Completing the Criminal Background Check Process Quick Guide](#)
- [Criminal Background Check Status Quick Guide](#)

Credit Report Request

1. Indicate that you are requesting a new credit report.
2. Click the **Completeness Checks** icon to turn it from  **Off** to  **On**.
3. Click the **Proceed to IDV** button to go to the Identity Verification website.
4. Complete the identity verification process, go back to the NMLS window or tab in your browser, and click the **Return to Filing** button.

For more information on Credit Reports, see the [Individual \(MU4\) Credit Report Quick Guide](#).

Attest and Submit

1. If any sections are incomplete, click the link provided to take the required action.
2. Once the form is complete and you have sent all state-specific requirements required outside of NMLS have been put in the mail, review and agree to the legal attestation language.
3. Click the **Submit Filing** button.
4. Remit payment for the required fees.

For more information on Attestation and Payment, see:

- [Attestation Quick Guide](#)
- [Paying by ACH Quick Guide](#)

Access your NMLS account regularly to check the status of your license through the NMLS. Regulators will communicate the status of your submission and any state-specific requirements or deficiencies through the NMLS. Regulators may also email you outside of NMLS.

REMEMBER: YOU ARE NOT AUTHORIZED TO CONDUCT ORINATION ACTIVITY IN A STATE UNTIL THE REGULATOR HAS APPROVED YOUR SUBMISSION THROUGH THE NMLS.