



## RENEWAL ATTESTATION FOR COMPANY

Each individual mortgage loan originator (MLO) is required to renew their licenses/registrations through NMLS between November 1<sup>st</sup> and December 31<sup>st</sup> of each year. You can complete the renewal process through NMLS yourself or your company can complete the process on your behalf after you have completed your renewal attestation. Individuals should check with their sponsoring company to determine who will facilitate the renewal process. The steps below will walk you through taking the necessary actions to allow your company to request renewal on your behalf.

### ***Attesting for Your Company to Request Renewal on your Behalf***

1. Log in to your NMLS Account.
2. Click the **Renewals** tab.
3. Click the **Attest for Company** button.

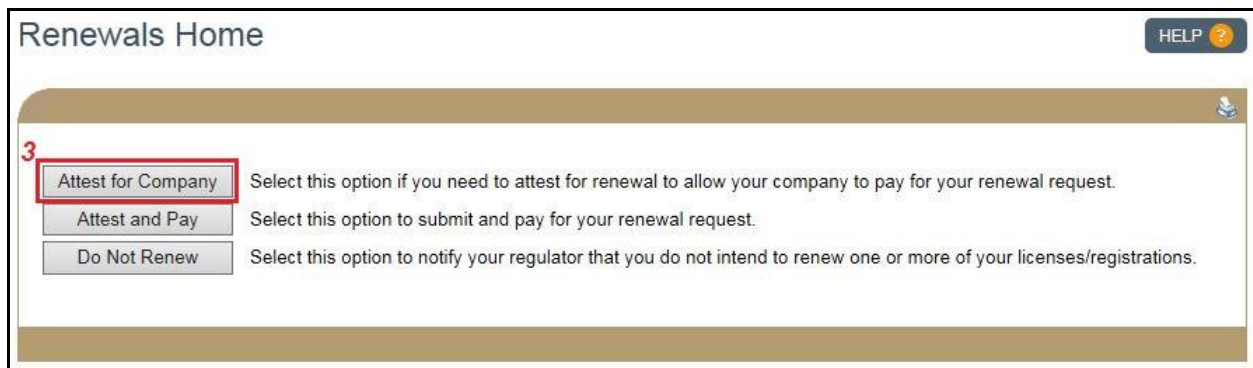


Figure 1: Renewals Home

4. Select the licenses to Attest for Company.

**NOTE:** If you do not see a license/registration available for renewal, review the *LICENSE(S)/REGISTRATION(S) NOT ELIGIBLE FOR RENEWAL* section to confirm why a license may not be available. Many states require CE requirements to be met before a renewal request can be submitted. If there are licenses you wish to indicate that you will not be renewing, click the **Do Not Renew** link on the left navigation panel.

- Click the **Next** button.

**Attest for Company - Select Licenses/Registrations** HELP ?

The following steps should only be completed if your company will be submitting and paying for your renewal request(s). If you intend to submit your own renewal request and payment, please follow the [Attest and Pay](#) workflow.

**Review your current record and state-specific renewal requirements**

- Review your record to ensure that all your information is accurate and up to date. If you need to make any updates, you must do so through the Filing tab before you submit your renewal request. Once updates are submitted, proceed with submitting your Renewal request.
- Review the [uniform renewal checklist](#) to determine if the state(s) in which you are renewing your license(s)/registration(s) have any additional requirements that must be met outside of NMLS.

**Select licenses/registrations for attestation**

The list below contains all regulators you currently hold at least one license/registration with that are eligible for renewal. Select the checkbox for the regulator(s) whose licenses/registrations you wish to renew and click **Next**. To view a list of licenses/registrations which are not currently eligible for renewal or for which a renewal request has already been submitted, see the respective lists below.

**LICENSES/REGISTRATIONS ELIGIBLE FOR RENEWAL**

[Deselect all](#)

Regulator	License Name	License Status	CBC Required	Credit Report Required	Other Renewal Requirements	Attested Date
<input checked="" type="checkbox"/> Florida	Mortgage Loan Originator License	Approved	Y	N	Y	9/28/2015
<input checked="" type="checkbox"/> Massachusetts	Mortgage Loan Originator	Approved	Y	N	N	9/28/2015

0 LICENSE(S)/REGISTRATION(S) NOT ELIGIBLE FOR RENEWAL

0 LICENSE(S)/REGISTRATION(S) ALREADY SUBMITTED FOR RENEWAL

**Next** **Cancel**

Figure 2: Attest for Company

**NOTE:** Your sponsoring company will only be able to renew licenses for the state agencies you have selected.

- Select the checkbox to authorize a Criminal Background Check (CBC) and/or Credit Report (CR).

**NOTE:** If one or more of the licenses you selected requires a CBC and/or a CR the *Attest for Company – CBC and/or Credit Report Authorization* page displays.

- Click the **Next** button.

**Attest for Company - CBC and/or Credit Report Authorization** HELP ?

**Authorize CBC and/or Credit Report**

One or more of the licenses/registrations you selected to renew requires that you provide a criminal background check and/or credit report authorization to the regulator. Authorization will be automatically processed once you complete the renewal request. Any applicable payments will be required at the time of submission. If you have satisfied the requirement for a CBC and/or Credit Report authorization within the last 30 days or on a previous renewal request, the system will NOT generate a new request and payment will not be required.

I authorize a criminal background check during the submission of my renewal request if I am required to complete a background check for renewal of the license(s)/registration(s) selected.

**Previous** **Next** **Cancel**

Figure 3: Attest for Company – CBC and/or Credit Report Authorization

**NOTE:** If your fingerprints have expired prior to your CBC authorization for your renewal request, you will need to request a new CBC and fingerprints through your Individual (MU4) Filing. See the [How to Submit a CBC Request](#) for instructions on how to authorize a new CBC and request new fingerprints. After your new fingerprints and CBC results have been received by NMLS, you may proceed with your renewal request. The results of your CBC can be used to process renewal requests for 90 days.

8. Select the **checkbox** to verify the information.
9. Click the **Attest** button.

Attest for Company

Review the attestation language and select the checkbox below to acknowledge the attestation language. Click **Attest** to attest to the selected jurisdiction(s)

**Execution:** I, Pao Alvarado, swear (or affirm) on 10/21/2014 that to the best of my knowledge and belief the information contained in my online record, including jurisdiction specific requirements where I am licensed or registered, is true, accurate and complete in accordance with the appropriate jurisdiction's law. Additionally, I acknowledge that I have a duty and agree to expediently update and correct the information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear (or affirm) to the following:

1. In all jurisdictions that apply, I affirm/attest that I have completed the continuing education requirements mandated by the jurisdiction(s) in which I am licensed and/or registered.
2. In all jurisdictions that apply, I affirm/attest that I meet the financial responsibility requirements and/or net worth requirements as required by each jurisdiction which I am licensed and/or registered.
3. I affirm/attest that I am abiding by all terms and conditions of any order or disciplinary agreement in effect in any jurisdiction.
4. I acknowledge that I understand and will comply with the laws and regulations pertaining to the conduct of the business for which the Licensee/Registrant is requesting the renewal of such license or registration.
5. I affirm/attest that I have updated the documents on file with the jurisdiction(s) to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Question which has occurred since submission of my license/registration application or renewal application to the applicable jurisdiction(s). Any documents explaining affirmative answers to any Disclosure Questions previously submitted to each jurisdiction(s) remain true and accurate.
6. I certify that I grant permission to each jurisdiction in which I am licensed or registered to verify information with any state, federal, or local government agency, or current or former employers.

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

9

Previous Attest Cancel

Figure 4: Attest for Company

10. Review the [Individual Uniform Renewal Checklist](#) to confirm if you have any additional state-specific requirements to complete your renewal request.
11. Inform your company that you have completed the renewal attestation so they can now take the appropriate action to request the renewal of your licenses.

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