



Viewing and Exporting NMLS License Renewal Checklists

As part of NMLS Renewal, agencies may require documentation specific to license renewal that must be uploaded to NMLS, sent directly to the Agency via email or mail, or completed via a non-NMLS online resource. Agencies may also wish to communicate informational items (e.g., notes) to licensees.

Review the Renewal Checklists to determine any documentation required by the agencies outside of NMLS. All requirements must be submitted to the agency within five business days of the electronic renewal submission.

This document includes instructions for accessing, viewing, and exporting License Renewal Checklists.

Quick link: [Renewal Checklist Compilation](#)

NOTE: If there is no Renewal Checklist for a particular license type, there are no additional renewal requirements/notes. Please reference the [Renewal Deadlines, Requirements and Fees Chart \(Download\)](#) and the [Financial Statements Requirements Summary](#) for more information related to license renewal.

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Please contact the NMLS Call Center with any questions.

1-855-NMLS123

(1-855-665-7123)

Monday - Friday from 9:00AM to 9:00PM Eastern Time

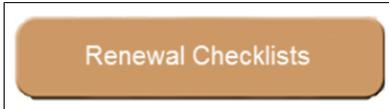
Available from all U.S. States and Territories

Accessing the Renewal Checklist Compilation Site

1. Go to <http://www.nmls.org>
2. Click the **Annual Renewal** button.



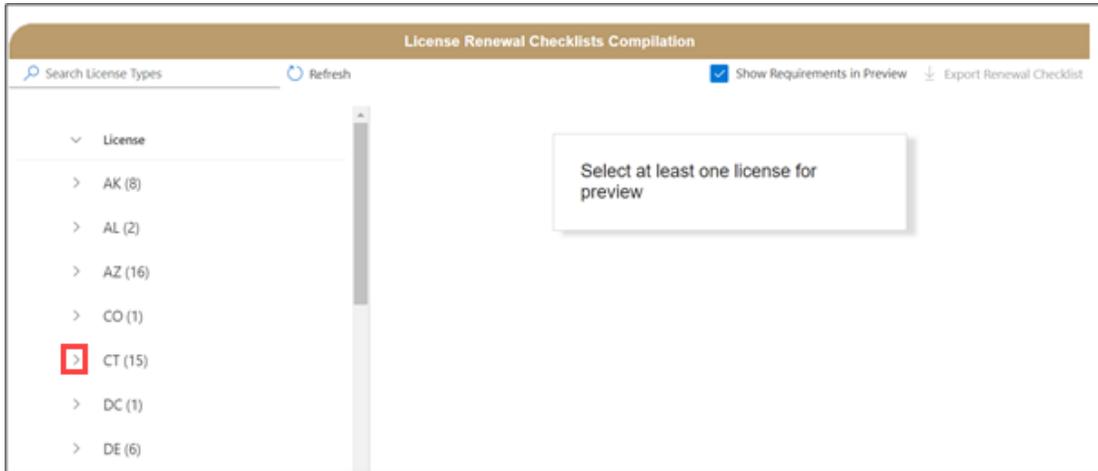
3. Click the **Renewal Checklists** button.



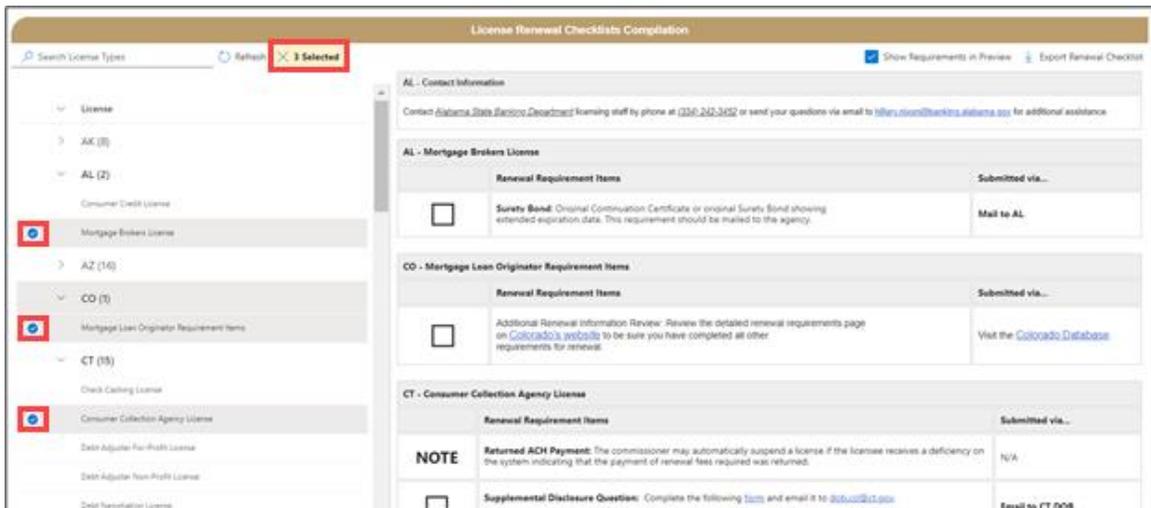
NOTE: Be sure to review the [Renewal Deadlines, Requirements, and Fees Chart \(Download\)](#).

Viewing and Exporting One or More Renewal Checklists

1. Locate the appropriate state or agency abbreviation.
2. Click the **> arrow** to view licenses.



3. Locate the appropriate license.
4. Select the **circle checkbox**. Repeat this process to select multiple checklists.



NOTE: When selecting multiple checklists, you must select each one by clicking the **circle checkbox** to the left of the license name. Selecting checklists by clicking on the license name itself de-selects any prior selections.

5. Click **Export Renewal Checklist** in the upper-right.



NOTE: If there is no Renewal Checklist for a particular license type, there are no additional renewal requirements/notes. Please reference the [Renewal Deadlines, Requirements and Fees Chart \(Download\)](#) and the [Financial Statements Requirements Summary](#) for more information related to license renewal.

Viewing and Exporting All Renewal Checklists for One State or Agency

1. Locate the appropriate state or agency abbreviation.
2. Select the **circle checkbox** next to the state or agency abbreviation.

License Renewal Checklists Compilation

Search License Types Refresh **13 Selected** Show Requirements in Preview Export Renewal Checklist

License	Renewal Requirement Items	Submitted via...
AK (8)	<input type="checkbox"/> Outstanding Fees: The licensee has paid all outstanding examination fees or other monies due to the Commissioner.	Mail
AL (2)	NOTE Returned ACH Payment: The commissioner may automatically suspend a license if the licensee receives a deficiency on the system indicating that the payment of renewal fees required was returned.	N/A
AZ (14)	<input type="checkbox"/> Bank Information: Must have available and continuously maintain liquid assets of at least ten thousand dollars (for the main office and each general facility branch) or at least two thousand five hundred dollars (for each limited facility branch). Provide two months of recent bank statements showing the account numbers and the account balances for all operating accounts for all licensed locations. Please email this information to ddb.ct@ct.gov . May be submitted in advance and recommended to do so by October 15, 2021.	Email to CT DOB
CO (1)	<input type="checkbox"/> Connecticut Workers' Compensation: Email the following completed form to ddb.ct@ct.gov and submit a certificate of insurance if applicable. May be submitted in advance and recommended to do so by October 15, 2021.	Email to CT DOB
CT (13)		
DC (1)		
DE (8)		
FL (4)		
GA (7)		
HI (3)		

CT - Consumer Collection Agency License

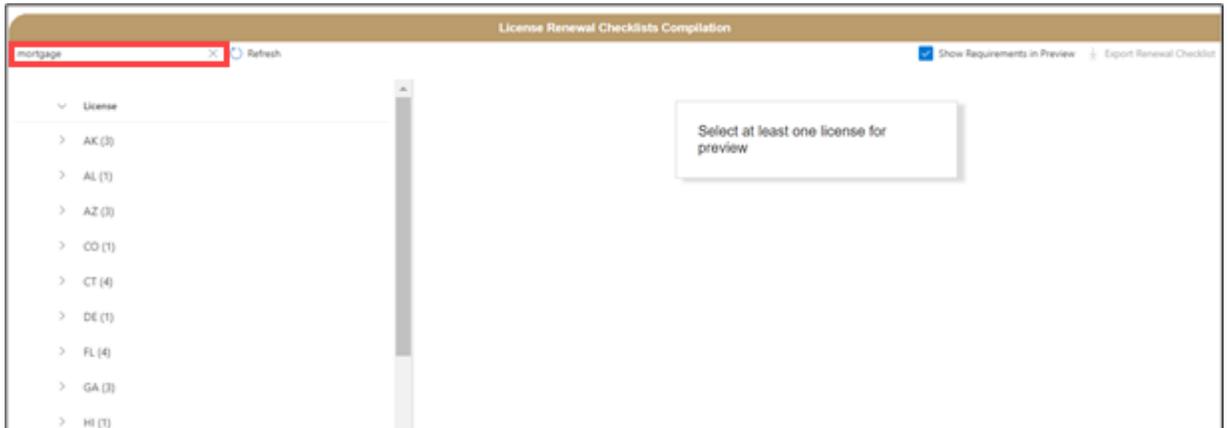
Renewal Requirement Items	Submitted via...

3. Click **Export Renewal Checklist** in the upper-right.

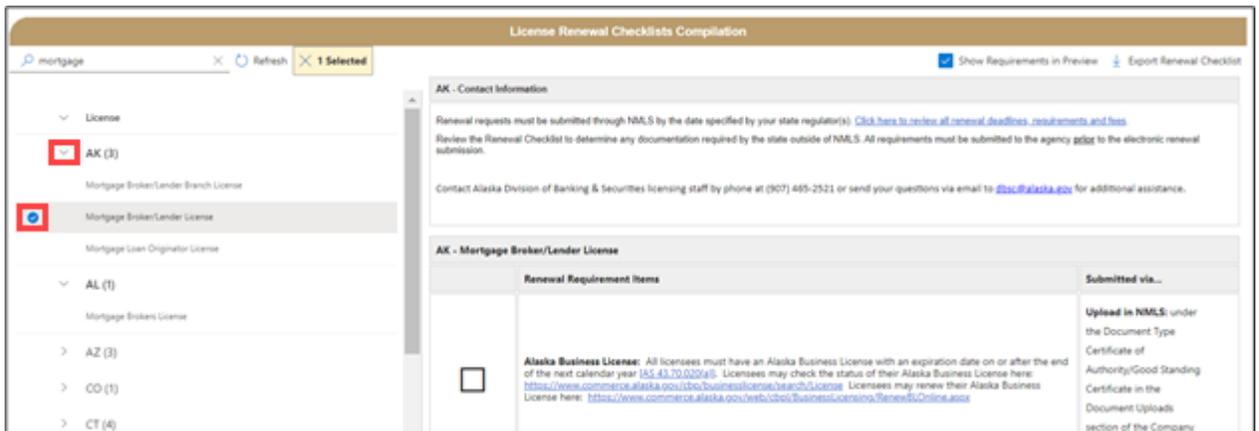


Search All Renewal Checklists (Not Agency-Specific)

1. Type a key word in the search field.



2. Locate the appropriate state or agency abbreviation.
3. Click the > arrow to view licenses.
4. Locate the appropriate license.
5. Select the circle checkbox.



6. Click **Export Renewal Checklist** in the upper-right.

