

### 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 <u>Renewal Deadlines</u>, <u>Requirements and Fees Chart (Download)</u> and the <u>Financial Statements Requirements</u> <u>Summary</u> 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

Updated 9/3/2021

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### 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 <u>Renewal Deadlines</u>, <u>Requirements</u>, and <u>Fees Chart</u> (<u>Download</u>).

#### Viewing and Exporting One or More Renewal Checklists

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

License Renewal Checklists Compilation							
P Search L	icense Types	O Refresh	Show Requirements in Preview 🚽 Export Renewal Checklist				
~	License	Ĩ.					
>	AK (8)		Select at least one license for preview				
>	AL (2)						
>	AZ (16)						
>	CO (1)						
>	CT (15)						
$\rightarrow$	DC (1)						
>	DE (6)						

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

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12	AL (2)		Reveval Requirement Heres S	ubmitted via		
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	Debt Negotiation License		Supplemental Disclosure Question: Complete the following term and email it to actualizing term	Email to CT DOB		

**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 itsleft de-selects any prior selections.

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



**NOTE:** If there is <u>no</u> Renewal Checklist for a particular license type, there are <u>no</u> additional renewal requirements/notes. Please reference the <u>Renewal Deadlines</u>, <u>Requirements and Fees Chart (Download)</u> and the <u>Financial Statements</u> <u>Requirements Summary</u> 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.

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- 22	Literne			Renewal Requirement Items	Submitted via
3	AK (8)	[		Outstanding Feet: The license has paid all outstanding esamination fees or other monies due to the Commissiones.	Mail
0	AL (2)	N	OTE	Returned ACH Payment: The commissioner may automatically suspend a license if the licensee necesses a deficiency on the system indicating that the payment of nervous teas required was refurned.	N/A
	AZ (16)				
	CO (1)			Basic beforesation: Must have evaluative and occlosurusly maintain load assets of an teach 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).	
•	CT (13)	[		Provide two months of recent bank statements showing the account numbers and the account balances for all operating accounts for all locested locations.	Email to CT DOB
0	DC (1)			Please email this information to <u>doctor@chock</u> May be submitted in advance and recommended to dis so by October 15, 2021.	
	00 (0)			Connecticut Workers' Compensation: Email the following completed from to dop collect accard jubrit a certificate	
	FL (4)	C		of insurance if application. May be submitted in advance and recommended to do se by October 15, 2021.	Email to CT DOB
9	GA (7)	g.4	annumer (	Callection Assers License	
3	HI (3)			Revenuel Requirement literus	Submitted via_

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

# Search All Renewal Checklists (Not Agency-Specific)

1. Type a key word in the search field.

	License Renewal Checklists Compilation							
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v	License	A						
>	AK (3)	Select at least one license for preview						
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>	FL (4)							
>	GA (2)							
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- 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**.

	License Renewal Checklists Compilation							
,P mo	rigeg	e X O Refresh X 1 Selected			Show Requirements in Pre	wiew 🛓 Export Renewal Checklist		
				AK - Contact Information				
	v	License	Renewal requests must be submitted through NMLS by the date specified by your state regulator(s). Click here to review all renewal deadlines, requirements and fees.					
Review the Renewall Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency going to the electronic renewal submission.					pring to the electronic renewal			
		Mortgage Broken/Lender Branch License	Contact Alaska Division of Banking & Securities Icensing staff by phone at (907) 465-2521 or send your questions via email to doc/distanta.gov for additional assistance.					
۲		Mortgape BrokenLender License						
Montgage Soan Originator Silense				AK - Mortgage Broken/Lender License				
	$\sim$	AL (1)			Renewal Requirement Items	Submitted via		
		Mortgage Brokers License				Uplead in NMLS: under		
	>	AZ (3)			Certificate of			
					Abusia Business Lisense: All licences must have an Alaska business Licence with an explation date on or after the end of the next calcular year (LSA 2002)[3]. Licences must have business must have business the Alaska business Licence have: https://www.commerce.alaska.org/ubic/businessilareas/businessilacences/preventioned interval business Licence have: "bita://www.commerce.alaska.org/ubic.blc/bic.blc/bis.alasences.preventions.preventint.preventions.preventint.preventions.preven	Authority/Good Standing		
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	>	CT (4)				section of the Company		

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

