



CT Mortgage Loan Originator New Application Checklist (Individual)

EFFECTIVE OCTOBER 1, 2018, Section 36a-486 of the Connecticut General Statutes requires activity subject to licensure to be conducted at an office in a state, as defined in section 36a-2. State means any state of the United States, the District of Columbia, any territory of the United States, Puerto Rico, Guam, American Samoa, the trust territory of the Pacific Islands, the Virgin Islands and the Northern Mariana Islands.

Each mortgage loan originator licensee shall be associated with a specified licensed office from which such licensee will operate and be subject to supervision by a qualified individual or branch manager. The specified office shall be within a one-hundred-mile distance from where such licensee resides, unless such licensee can otherwise demonstrate to the commissioner's satisfaction that the licensee will be subject to supervision by a qualified individual or branch manager.

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license?

An individual who for compensation or gain or with the expectation of compensation or gain, either for such individual or for the person employing or retaining such individual, takes a residential mortgage loan application or offers or negotiates terms of a residential mortgage loan.

NOTE: The blanket exemption from MLO licensing for officers, partners and members is no longer available. These individuals need to be licensed as MLOs if they meet the above definition.

An individual may not act as an MLO in this state for more than one person at the same time.

An applicant for an MLO license must be sponsored by a Connecticut licensed Mortgage Lender, Mortgage Correspondent Lender, Mortgage Broker or an Exempt Registrant. A quick guide titled "Create a Company Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#).

Who does not need this license?

Mortgage Loan Originator (MLO) does not include:

1. An individual engaged solely as a loan processor or underwriter, as defined in section 36a-485(13) of the C.G.S. However, pursuant to Section 36a-486(b)(3) no individual shall engage in the activities of a loan processor or underwriter unless such individual obtains and maintains a license as a loan processor or underwriter under section 36a-489 of the C.G.S.
2. A person who only performs real estate brokerage activities and is licensed in accordance with chapter 392 of the C.G.S., unless the person is compensated by a mortgage lender, mortgage correspondent lender, mortgage broker or other MLO or by any agent of such mortgage lender, mortgage correspondent lender, mortgage broker or other MLO.

3. A person solely involved in extensions of credit relating to timeshare plans, as that term is defined in Paragraph 53D of 11 USC 101.
4. Any individual who solely renegotiates terms for existing mortgage loans and who does not otherwise act as a MLO, unless the United States Department of Housing and Urban Development, the Bureau of Consumer Financial Protection or a court of competent jurisdiction determines that the S.A.F.E. Mortgage Licensing Act of 2008, 12 USC Section 5101 et seq., requires such individual to be licensed as a MLO under state laws implementing said S.A.F.E. Mortgage Licensing Act.
5. A registered MLO as defined in subdivision (23) of section 36a-485 of the C.G.S.
6. An employee of an institution or subsidiary described in subdivision (23) of section 36a-485 of the C.G.S., who is not required to be registered under Section 1507 of the S.A.F.E. Mortgage Licensing Act of 2008, when acting for such institution or subsidiary.
7. An individual who offers or negotiates the terms of a residential mortgage loan with or on behalf of an immediate family member of such individual.
8. An individual who offers or negotiates the terms of a residential mortgage loan secured by a dwelling, as defined in Section 103 of the Consumer Credit Protection Act, 15 USC 1602, that served as the individual's residence, unless the context demonstrates that such individual engaged in such activities with a degree of habitualness or repetition.
9. A licensed attorney who negotiates the terms of a residential mortgage loan on behalf of a client as an ancillary matter to the attorney's representation of the client, unless the attorney is compensated by a mortgage lender, mortgage correspondent lender, mortgage broker or other MLO or by any agent of such mortgage lender, mortgage correspondent lender, mortgage broker or other MLO.
10. An individual who acts as a MLO as an employee of a federal, state or local government agency or housing finance agency exempt from licensure pursuant to section 36a-487 and who does so only pursuant to such individual's official duties as an employee of such agency.
11. An individual who acts as a MLO as an employee of an organization that has obtained bond fide nonprofit status from the commissioner and is exempt from licensure pursuant to section 36a-487 and who does so only pursuant to such individual's official duties as an employee of such organization.
12. An individual who offers or negotiates the terms of a residential mortgage loan secured by a dwelling that is not the individual's residence but is owned by such individual, unless the context demonstrates that such individual engaged in such activities with a degree of habitualness or repetition.

An MLO License will not be granted unless the Commissioner finds that the applicant has:

- Never had an MLO license or equivalent loan processor or underwriter license revoked in any governmental jurisdiction, except that a subsequent formal vacating of such revocation shall not be deemed a revocation;
- Not been convicted of, or pled guilty or nolo contendere to, a felony in a domestic, foreign or military court during the seven-year period preceding the date of the application for licensing, or at any time preceding such date of application if such felony involved an act of fraud, dishonesty, a breach of trust, or money laundering, provided any pardon of a conviction shall not be considered a conviction;
- Demonstrated financial responsibility, character and general fitness so as to command the confidence of the community and to warrant a determination that the MLO will operate honestly, fairly and efficiently; (*see below*)
- Completed the pre-licensing education requirement described in section 36a-489a and passed a written test that meets the test requirement described in section 36a-489a;
- Not made a material misstatement in the application;
- Met the surety bond requirement under section 36a-492.

Financial Responsibility Requirement

Section 36a-489(c) of the CGS explains that a person is not financially responsible when such person has shown a disregard in the management of such person's own financial condition. A determination that a person has not shown financial responsibility may include, but is not limited to:

- Current outstanding judgments, except judgements solely as a result of medical expenses;
- Current outstanding tax liens or other government liens and filings;
- Foreclosures during the three years preceding the date of application for an initial license or renewal of a license;
- A pattern of seriously delinquent accounts within the past three years.

MLO licenses expire at the close of business on December 31st of each year, unless renewed. Renewal request must be submitted through the NMLS by 12/31.

Pre-Requisites for License Applications

- Authorization for Credit Report
- Authorization for Criminal Background Check
- Completion of 21 hours of NMLS-approved Pre-Licensure Education courses (1 hour must be a CT DOB Defined Elective)
- Must satisfy one of the following three conditions related to testing:
 1. Passing score on both the National and Connecticut State components of the SAFE Test, or
 2. Passing score on both the National and Stand-alone UST components of the SAFE Test, or
 3. Passing score on the National Test Component with Uniform State Content.
- Each mortgage loan originator licensee shall be associated with a specified licensed office from which such licensee will operate and be subject to supervision by a qualifying individual or branch manager. The specified office shall be within a one-hundred-mile distance from where such licensee resides, unless such licensee can otherwise demonstrate to the commissioner's satisfaction that the licensee will be subject to supervision by a qualifying individual or branch manager.

Connecticut does not issue paper licenses for this license type.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Consumer Credit licensing staff by phone at (860) 240-8225 or send your questions via email to dob.ccl@ct.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Connecticut Department of Banking
Consumer Credit
260 Constitution Plaza
Hartford, CT 06103-1800*

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE LOAN ORIGINATION ACTIVITY IN THE STATE OF CONNECTICUT UNTIL YOU HAVE OBTAINED LICENSURE IN CONNECTICUT.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	CT Mortgage Loan Originator (Individual)	Submitted via...
<input type="checkbox"/>	CT License Fee: \$300 NMLS Initial Processing Fee: \$30	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: \$15 per person.	NMLS (Filing submission)
<input type="checkbox"/>	FBI Criminal Background Check: \$36.25 per person.	NMLS (Filing submission)

PREREQUISITES – These items must be completed prior to the submission of your Individual Form (MU4).

Complete	CT Mortgage Loan Originator (Individual)	Submitted via...
<input type="checkbox"/>	Pre-licensure Education: Complete 21 hours of NMLS approved pre-licensure education courses – NMLS must indicate you are compliant with this requirement. Note: 1 hour must be a CT DOB Defined Elective. General Information ; Course Catalog	NMLS (Filing submission)
<input type="checkbox"/>	Testing: Must Satisfy one of the following three conditions: 1) Passing score on both the National and Connecticut State components of the SAFE Test, or 2) Passing score on both the National and Stand-alone UST components of the SAFE Test, or 3) Passing score on the National Test component with Uniform State Content NMLS must indicate you are compliance with this requirement. National Test with UST: General Information ; Content Outline	NMLS (Filing submission)
Note	Commutable Distance: MLO must reside within 100 miles of sponsored branch.	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS - These items must be completed during or after the submission of your Individual Form (MU4).

Complete	CT Mortgage Loan Originator (Individual)	Submitted via...
<input type="checkbox"/>	Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license.	NMLS
<input type="checkbox"/>	Credit Report: Authorization for a credit report must be completed through NMLS. Individuals will be required to complete an Identity Verification Process	NMLS

	(IDV). General Information	
<input type="checkbox"/>	<p>Credit Report Explanations: Submit a detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p>Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the Disclosure Explanations section of your Individual Form (MU4).</p> <p>This document should be named [<i>Credit Report Explanations – Sub Name – Document Creation Date</i>].</p>	<p>Upload in NMLS: under the Documentation Type Credit Report Explanation in the <i>Document Uploads</i> section of the Individual Form (MU4)</p>
<input type="checkbox"/>	<p>Criminal Background Check: Authorization for a FBI criminal history background check to be completed in NMLS. General Information</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Disclosure Questions: Upload complete details of all events or proceedings for each “Yes” response to the Disclosure Questions on Form MU4. Upload copies of any applicable orders or supporting documents in NMLS. Include official court documents for any judgment(s) or felony or misdemeanor conviction(s) and all related documents for any outstanding judgment(s) or lien(s) including evidence of payment.</p>	<p>Upload in NMLS: in the <i>Disclosure Explanation</i> section of the Individual Form (MU4)</p>
<input type="checkbox"/>	<p>Legal Name/Status Documentation: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.</p> <p>This document should be named: [<i>Document name</i>] (Ex. Driver’s License, Marriage Certificate, etc.).</p>	<p>Upload in NMLS: under the Documentation Type Legal Name/Status Documentation in the <i>Document Uploads</i> section of the Individual Form (MU4)</p>
<p>The regulator will review the filing and all required documents and communicate with you through NMLS. Pursuant to Section 36a-489 of the Connecticut General Statutes, please be advised that your application shall be deemed abandoned if the required information is not submitted within 60 days of the notification.</p>		

To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See the [License Status Quick Guide](#) for further instruction.