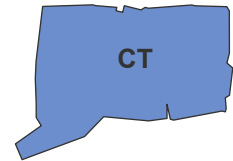




## Individual New Application Agency Requirements



### CONNECTICUT LOAN PROCESSOR/UNDERWRITER LICENSE

This document includes instructions for an individual new application request. If you need to complete an application for a company or branch location; refer to the appropriate new application checklist.

**Total license costs:** \$330 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. You will also pay an additional \$36.25 if you authorize a criminal background check at time of application. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

**Loan Processor/Underwriter (LPUW) means** - An individual who performs clerical or support duties.

“Clerical or support duties” includes, subsequent to the receipt of an application, (A) the receipt, collection, distribution and analysis of information common for the processing or underwriting of a residential mortgage loan, and (B) communication with a consumer to obtain the information necessary for the processing or underwriting of a loan to the extent that such communication does not include offering or negotiating loan rates or terms or counseling consumers about residential mortgage loan rates or terms.

- Because this license does not permit an individual to offer or negotiate loan rates or terms, or counsel consumers about rates or terms, an individual desiring to do so would need to instead obtain a mortgage loan originator license in Connecticut through NMLS.

No LPUW licensee may be sponsored by more than one person at a time.

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

**A LPUW license will not be granted unless the commissioner finds that the applicant has:**

- Never had a mortgage loan originator license or equivalent LPUW 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 or expungement 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 LPUW will operate honestly, fairly and efficiently; (*see below*)
- Not made a material misstatement in the application.

**\*Financial Responsibility Requirement** – A person has shown that such 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 judgments 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.

LPUW licenses expire at the close of business on December 31<sup>st</sup> of each year, unless renewed. Renewal requests must be submitted through NMLS by 12/31.

**Use the checklist below to complete the requirements for the Connecticut Department of Banking.** The checklist provides instructions and requirements for information to be entered in NMLS and the documents that must be uploaded into NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Individual Form](#) through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

**The submission of this checklist to the department is not required.**

NMLS **Individual** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	NOT APPLICABLE	CONNECTICUT LOAN PROCESSOR/UNDERWRITER LICENSE
<input type="checkbox"/>	N/A	<p><b>Pre-licensure Education:</b> Complete 21 hours of NMLS approved pre-licensure education courses – NMLS must indicate you are compliant with this requirement. NOTE: 1 hr must be a CT-DOB Defined Elective. <a href="#">General Information</a> ; <a href="#">Course Catalog</a></p>
<input type="checkbox"/>	N/A	<p><b>Testing:</b> Must satisfy one of the following three conditions:</p> <ol style="list-style-type: none"> <li>1.) Passing score on both the National and Connecticut State components of the SAFE Test, or</li> <li>2.) Passing score on both the National and Stand-alone UST components of the SAFE Test, or</li> <li>3.) Passing score on the National Test Component with Uniform State Content</li> </ol> <p>NMLS must indicate you are compliant with this requirement.</p>

FILED IN NMLS	NOT APPLICABLE	CONNECTICUT LOAN PROCESSOR/UNDERWRITER LICENSE
		National Test with UST: <a href="#">General Information</a> ; <a href="#">Content Outline</a>
<input type="checkbox"/>	N/A	<b>Criminal Background Check:</b> Authorization for a FBI criminal history background check to be completed in NMLS. <a href="#">General Information</a>
<input type="checkbox"/>	N/A	<b>Credit Report:</b> Authorization for a credit report must be completed through NMLS. Individuals will be required to complete an Identity Verification Process (IDV). <a href="#">General Information</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Disclosure Questions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Credit Report Explanations:</b> Submit a line by line, 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><b>Note:</b> Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> 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><b>Upload in NMLS:</b> under the Document Type <a href="#">Credit Report Explanations</a> in the <i>Document Uploads</i> section of the Individual Form (MU4).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Legal Name/Status Documentation:</b> 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. Drivers License, Marriage Certificate, etc.).</p> <p><b>Upload in NMLS:</b> under the Document Type <a href="#">Legal Name/Status Documentation</a> in the <i>Document Uploads</i> section of the Individual Form (MU4).</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.

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.

**WHO TO CONTACT** – Contact Elaine Szymanski at (860) 240-8251 or send your questions via e-mail to [elaine.szymanski@ct.gov](mailto:elaine.szymanski@ct.gov) for additional assistance.

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.