



IN-DFI Exempt Company Registration – Third Party Loan Processing Company New Application Checklist

CHECKLIST SECTIONS

- [General Information](#)
- [Registration Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Who Is Required to Have This Registration?

This registration is for any company that is solely engaged in mortgage loan processing and/or mortgage loan underwriting, and the company is not required to be licensed under Indiana law.

Please review Indiana Code 24-4.4, 24-4.5, and 750 Indiana Administrative Code 9. In addition, you may want to consult legal counsel to determine if the company is eligible to request this registration.

Activities Authorized Under This Registration

This registration authorizes the registrant to sponsor Indiana DFI MLOs in NMLS.

Pre-Requisites for Registration Applications

- The applicant must be registered with the Indiana Secretary of State, including any Other Trade Names (see below).

Indiana DFI does not issue paper licenses for this registration type.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.

- Do not upload the same company document multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Indiana DFI Consumer Credit Division licensing staff by phone at (317) 453-2566 or send your questions to dfilicensing@dfi.in.gov for additional assistance.

For U.S. Postal Service or Overnight Delivery:

*Indiana Department of Financial Institutions
Consumer Credit Division
30 South Meridian Street, Suite 200
Indianapolis, IN, 46204*

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. WHILE THE CHECKLIST IS A GUIDE, IT DOES NOT CONTAIN ALL LEGAL OBLIGATIONS. APPLICANTS SHOULD ALSO REVIEW APPLICABLE LAW. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REGISTRATION FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	IN-DFI Exempt Company Registration	Submitted via...
<input type="checkbox"/>	Indiana DFI Registration Fee: \$0 NMLS Initial Processing Fee: \$100	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	IN-DFI Exempt Company Registration	Submitted via...
<input type="checkbox"/>	Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the registration through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Name: If operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Indiana DFI does not limit the number of other trade names. If operating under an "Other Trade Name," ensure that the trade name is registered with the Indiana Secretary of State.	NMLS
<input type="checkbox"/>	Resident/Registered Agent: The Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) and must match the information currently on record with the Indiana Secretary of State.	NMLS
<input type="checkbox"/>	Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1). <ol style="list-style-type: none">Primary Company Contact.Primary Consumer Complaint Contact.	NMLS
Note	Non-Primary Contact Employees: Indiana DFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).	N/A
Note	Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	N/A
<input type="checkbox"/>	Disclosure Questions: Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).

Note	Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for Indiana DFI on the Company Form (MU1).	N/A
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it can be submitted along with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize an FBI criminal background check (CBC) through NMLS.	N/A
<input type="checkbox"/>	<p>Electronic Surety Bond: Provide an Electronic Surety Bond via NMLS in the amount of \$100,000 must be furnished and submitted by a surety company authorized to conduct business in Indiana.</p> <p>See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p> <p>Note: Surety bonds submitted via the <i>Document Uploads</i> section will not satisfy this requirement.</p>	Electronic Surety Bond in NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	IN-DFI Exempt Company Registration	Submitted via...
<input type="checkbox"/>	<p>Additional Requirements:</p> <ol style="list-style-type: none"> Exemption: Upload an explanation that states the exemption under Indiana Code 24-4.4 or 24-4.5 that the company meets to qualify for the registration. Third-Party Authorization: If the applicant has engaged a third party to assist with the application, upload a document to NMLS that states the names of the third-party company and the employees of the company with whom the Indiana DFI has permission to discuss the application. 	<p>Upload in NMLS: under the Document Type <u>Additional Requirements</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS		
No individual (MU2) documents are required to be uploaded into NMLS for this registration at this time.		

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	IN-DFI Exempt Company Registration	Submitted via...
No items are required to be submitted outside of NMLS for this registration at this time.		