



New Application Checklist Jurisdiction-Specific Requirements



HAWAII EXEMPT SPONSORING MORTGAGE LOAN ORIGINATOR COMPANY

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

Total Registration costs: \$300, which includes the NMLS processing fee for the Company Form (headquarters). Fees collected through the NMLS ARE NOT REFUNDABLE.

Instructions

1. Companies exempt from licensing in Hawaii pursuant to Hawaii Revised Statutes, Chapter 454F ("Chapter 454F"), but who employ individuals or use independent contractor mortgage loan originators, underwriters or loan processors who are required to be licensed under Chapter 454F must register their company through NMLS by filing a Company Form.
2. The "Qualifying Individual", employees and independent contractor mortgage loan originators, loan processors, and underwriters are **NOT EXEMPT** from licensure. *Employee* loan processors and *employee* underwriters who only perform clerical or support duties do not require licensure if they fall under the definition of loan processor or underwriter as described in Chapter 454F.
3. The Registered Agent entered on the Company Form must be the same person on record with the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs.
4. Each exempt entity must designate an individual to serve as the "Qualifying Individual" in charge of the mortgage origination activities or oversight of licensed mortgage loan originators. The "Qualifying Individual" must be licensed as a Hawaii mortgage loan originator.
5. The Division of Financial Institutions will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
6. Within 5 business days of the electronic submission of your application through the NMLS, the completed jurisdiction-specific checklist below and the required information must be received at the following:

For U.S. Postal Service:

Division of Financial Institutions
Department of Commerce and Consumer Affairs
P.O. Box 2054
Honolulu, HI 96805

For Overnight Delivery:

Division of Financial Institutions
Department of Commerce and Consumer Affairs
King Kalakaua Building
335 Merchant Street, Rm. 221
Honolulu, HI 96813

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>		EXEMPTION CLAIMED. In the space below, cite the provision in Hawaii and/or federal law under which your company is claiming an exemption from licensure: _____ _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Good Standing Certificate: upload a Certificate of Good Standing from the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs dated not more than 60 days prior to the filing of an application through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. DBA's should be listed under Other Trade Names on the NMLS Company Form. Upload (by selecting "Certificate of Authority/Good Standing Certificate" as document type and add "HI – Other Trade Name Doc" in comment section) a file-stamped copy of the Certificate of Registration of Trade Name from the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs. The box in the "forced" column should be checked if either the Commissioner of Financial Institutions or the Business Registration Division of the Hawaii Department of Commerce and Consumer Affairs will not allow the company to use its legal name for any reason. Hawaii does not limit the number of trade names a company can register and use.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.

WHO TO CONTACT – Contact the Division of Financial Institutions MLO licensing staff by phone at (808) 586-2820 or send your questions via e-mail to dfi-nmls@dcca.hawaii.gov for additional assistance.

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