



Illinois Department of Financial and Professional Regulation

2021 Renewal Checklist

Instructions

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.](#)

License Types

Mortgage Licenses

- [Exempt Entity Registration](#)
- [Exempt Entity Insurance Registration](#)
- [Exempt Entity Processor Registration](#)
- [Residential Mortgage License](#)

Consumer Finance Licenses

- [Consumer Installment Loan Licensed Location\(s\)](#)
- [Debt Management Licensed Location\(s\)](#)
- [Debt Settlement Consumer Protection Licensed Location\(s\)](#)
- [Payday Reform Licensed Location\(s\)](#)
- [Pawnbroker License](#)
- [Sales Finance Agency Licensed Location\(s\)](#)
- [Student Loan Servicer](#)
- [Money Transmitter License \(TOMA\)](#)

Agency Contact Information

Mortgage Licenses

Contact *Illinois Department of Financial and Professional Regulation* licensing staff by email at FPR.MortgageLicensing@Illinois.gov for additional assistance.

Consumer Finance Licenses

Contact *Illinois Department of Financial & Professional Regulation* licensing staff by phone at [\(312\) 814-5145](tel:3128145145) or send your questions via email to FPR.ConsumerCredit@illinois.gov for additional assistance.

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL OF THE REQUIREMENTS OF THE AGENCY FROM WHICH THE LICENSE FOR WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

Illinois Exempt Entity Registration		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Electronic Surety Bond (Required amount set by 38 Ill. Adm. Code 1050.490): Bond must include the full legal name of licensee. Bond coverage must include all Illinois loan volume, including from every other trade name on one bond.	Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
Note	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Please note that an updated Certificate of Good Standing is not required to be provided.	N/A

Illinois Exempt Entity Insurance Registration		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Surety Bond (Required amount set by 38 Ill. Adm. Code 1050.490): Continuation Certificate with signature. Bond is for term of license (01/01-12/31) and must include the full legal name of licensee. Bond coverage must include all Illinois loan volume, including from every other trade name on one bond.	Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
Note	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Please note that an updated Certificate of Good Standing is not required to be provided.	N/A

Illinois Exempt Entity Processor Registration		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Electronic Surety Bond (Required amount set by 38 Ill. Adm. Code 1050.490): Bond must include the full legal name of licensee. Bond coverage must include all Illinois loan volume, including from every other trade name on one bond.	Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
Note	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Please note that an updated Certificate of Good Standing is not required to be provided.	N/A

Updated 7/23/2020

Illinois Residential Mortgage License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Electronic Surety Bond (Required amount set by 38 Ill. Adm. Code 1050.490): Bond must include the full legal name of licensee. Bond coverage must include all Illinois loan volume, including from every other trade name on one bond.	NMLS
<input type="checkbox"/>	Criminal Background Check: Those who directly or indirectly own or control 10% or more of any stock class, or directly or indirectly fund in an amount equal to or more than 10% of the net worth, or directly or indirectly control 25% or more of the members of the board, are required to submit a CBC. If the ownership/control is less than the required % amounts, please still order a criminal and credit for any of the control person(s) that have day to day control over operations.	NMLS
<input type="checkbox"/>	Credit Check: Those who directly or indirectly own or control 10% or more of any stock class, or directly or indirectly fund in an amount equal to or more than 10% of the net worth, or directly or indirectly control 25% or more of the members of the board, are required to submit a Credit Check. If the ownership/control is less than the required % amounts, please still order a criminal and credit for any of the control person(s) that have day to day control over operations.	NMLS
Note	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Please note that an updated Certificate of Good Standing is not required to be provided.	N/A

Updated 7/23/2020

NMLS ID Number	
Licensee Legal Name	

Illinois Consumer Installment Loan Licensed Location(s)		
Complete	Renewal Requirement Items	Submitted via...
Note	If any of the below requirements are missing or there are any outstanding fees or fines, your renewal application may be delayed.	N/A
<input type="checkbox"/>	<p>IL Renewal Fee: \$450 per licensed location.</p> <p>Fee submitted through NMLS are non-refundable and non-transferable.</p> <p>Note: This fee will only be charged when renewing the IL Consumer Installment Loan License (for licensed main offices) and the IL Consumer Installment Loan Branch license (for licensed branch locations. This fee will not be charged when renewing the IL Consumer Installment Loan Registration.</p>	NMLS
<input type="checkbox"/>	<p>Other Business Authorization Fee: \$25 per other business authorization. Submit a separate check for each OBA. Complete and submit the Other Business Authorization Form along with this payment.</p>	Mail Check and Form to IDFPF
<input type="checkbox"/>	<p>Business Plan: Upload an UPDATED business plan ONLY IF business plan has changed since last renewal.</p>	Upload in NMLS: under the Document Type <u>Business Plan</u> in the <u>Document Uploads</u> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Owners and Officers: Confirm that the direct owners, executive officers and indirect owners, identified in the <i>Direct Owners/Executive Officers</i> section and the <i>Indirect Owners</i> section of the Company Form (MU1) are correct and confirm that ownership percentage totals 100%. Make updates to the sections if necessary.</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements: Submit a financial statement certified by a controlling person for the most recent quarter end, including BOTH balance sheet and income statement. Financial statement must be prepared in accordance with GAAP (Generally Accepted Accounting Principles)</p>	NMLS
<input type="checkbox"/>	<p>Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the IL Secretary of State website, showing that they are in "Good Standing".</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <u>Document Uploads</u> section of the Company Form (MU1).

<input type="checkbox"/>	<p>Surety Bond: Submit company bond or continuation certificate in the amount of \$25,000 for each Licensed location furnished by a surety company authorized to conduct business in IL and properly signed by all parties. Licensee must ensure that the bond has a proper term ending.</p> <p>Licensees with multiple branches should upload all bonds in their Company profile, not the individual Branch profiles.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
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Illinois Debt Management Licensed Location(s)		
Complete	Renewal Requirement Items	Submitted via...
Note	If any of the below requirements are missing or there are any outstanding fees or fines, your renewal application may be delayed.	N/A
<input type="checkbox"/>	<p>IL Renewal Fee: \$100.00 per licensed location.</p> <p>Fee submitted through NMLS are non-refundable and non-transferable.</p>	NMLS
<input type="checkbox"/>	<p>Debt Management Agreement (ONLY IF REVISED FROM PREVIOUS YEAR): Submit current debtor agreement, if it has been revised since the previous renewal cycle, and disclose any proposed revisions, for circulation within the state of IL.</p> <p>If no revisions have been made since the prior renewal cycle, do not submit current debtor agreement.</p>	<p>Upload in NMLS under the Document Type <u>Debt Management Agreement</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Complete (MU 1 Form) Licensee, Owners and Officers: Confirm that the licensee, direct owners, executive officers and indirect owners, identified in the <i>Direct Owners/Executive Officers</i> section and the <i>Indirect Owners</i> section of the Company Form (MU1) are correct and confirm that ownership percentage totals 100%. Update MU1 Form and disclose any federal or state regulatory action against licensee, direct owners, controlling persons, indirect owners, subsidiaries or affiliates within the past 12 months.</p>	NMLS
<input type="checkbox"/>	<p>Complete Individual Form (MU2): Ensure that any *NEW* individuals that meet the following criteria are listed in the appropriate section of the Company Form (MU1) and have completed and submit the Individual Form (MU2) AND have requested a Credit Report through NMLS.</p>	NMLS

	<p>Note: Current direct owners, controlling persons, indirect owners, must also complete a (MU 2 Form) and disclose any federal, state, civil regulatory action or litigation within the past 12 months.</p> <ul style="list-style-type: none"> a) the proprietor, if the applicant is an individual b) every partner, if the applicant is a partnership c) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and the manager, if the applicant is a limited liability company. 	
<input type="checkbox"/>	<p>Financial Statements: Submit audited financial statement (not-for-profit 501.C.3 licensees) or certified financial statement for the most recent fiscal year-end and income statement for the most recent quarter ending September 30th.</p>	NMLS
<input type="checkbox"/>	<p>Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the Secretary of State in IL, showing that they are in "Good Standing". This document should be named <i>[IL Certificate of Authority OR IL Certificate of Good Standing]</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>IL Attorney General Charitable Trust Registration: Not-For-Profit (501 C.3) licensees must remain active registration with the Illinois Attorney General. Licensee must provide an active Charitable Trust registration number evidencing current registration. This document should be named <i>[IL Charitable Trust Registration]</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Trust Account Authorization</u> in the <i>Document Uploads</i></p>
<input type="checkbox"/>	<p>Surety Bond: Submit company bond or continuation certificate in the amount of \$25,000 for each Licensed location furnished by a surety company authorized to conduct business in IL and properly signed by all parties. Licensee must ensure that the bond has a proper term ending 12/31/2020.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Client Activity Record: Submit client activity records for the period 10/1/previous year thru 9/30/current year including: Total # of Clients (all states), Total # of IL Clients, # of IL Clients added for the previous 12 months period, # of IL Clients closed for the previous 12 months period, and total amount of USD \$ held in trust (deposit account) for IL debtors awaiting creditor payment.</p>	<p>Upload in NMLS: under Document Samples in the <i>Document Uploads</i> section of the Company form (MU1)</p>

Updated 10/10/2019

Illinois Debt Settlement Consumer Protection Licensed Location(s)		
Complete	Renewal Requirement Items	Submitted via...

Note	If any of the below requirements are missing or there are any outstanding fees or fines, your renewal application may be delayed.	N/A
<input type="checkbox"/>	IL Renewal Fee: \$1,000.00 per licensed location. Fee submitted through NMLS are non-refundable and non-transferable.	NMLS
<input type="checkbox"/>	Debt Settlement Agreement (ONLY IF REVISED FROM PREVIOUS YEAR): Submit current debtor agreement if it has been revised since the previous renewal cycle, and disclose any proposed revisions, for circulation within the State of IL. If no revisions have been made since prior year, do not submit current debtor agreement. Document should be named <i>[IL Debt Settlement Agreement]</i> .	Upload in NMLS under the Document Type <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Complete (MU 1 Form): Licensee, Owners and Officers: Confirm that the licensee, direct owners, executive officers and indirect owners, identified in the <i>Direct Owners/Executive Officers</i> section and the <i>Indirect Owners</i> section of the Company Form (MU1) are correct and confirm that ownership percentage totals 100%. Update the MU1 Form and disclose any federal or state regulatory action against licensee, direct owners, controlling persons, indirect owners, subsidiaries or affiliates within the past 12 months.	NMLS
<input type="checkbox"/>	Complete Individual Form (MU2): Ensure that any *NEW* individuals that meet the following criteria are listed in the appropriate section of the Company Form (MU1) and have completed and submit the Individual Form (MU2) AND have requested a Credit Report through NMLS. Note: Current direct owners, controlling persons, indirect owners, must also complete a (MU 2 Form) and disclose and federal, state, civil regulatory action or litigation within the past 12 months. a) the proprietor, if the applicant is an individual b) every partner, if the applicant is a partnership c) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and the manager, if the applicant is a limited liability company	NMLS
<input type="checkbox"/>	Financial Statements: Submit audited financial statement (not-for-profit 501.C.3 licensees) or certified financial statement for the most fiscal year-end and income statement for the most recent quarter ending September 30th.	NMLS
<input type="checkbox"/>	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the Secretary of State in IL, showing that they are in "Good Standing". This document should be named <i>[IL Certificate of Authority or IL Certificate of Good Standing]</i> .	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

<input type="checkbox"/>	<p>IL Attorney General Charitable Trust Registration: Not-For-Profit (501 C.3) licensees must continue active registration with the Illinois Attorney General. Licensee must provide an active Charitable Trust registration number evidencing current registration. This document should be named <i>[IL Charitable Trust Registration]</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Trust Account Authorization</u> in the <i>Document Uploads</i></p>
<input type="checkbox"/>	<p>Surety Bond: Submit company bond or continuation certificate in the amount of \$100,000 for each licensed location issued by a surety company authorized to conduct business in IL and properly signed by all parties. Licensee must ensure that the bond has a proper term ending 12/31/2020.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Annual Report: Pursuant to Section 33 of the Act, a debt settlement licensee must file an annual report with the Secretary on or before March 1st for the previous calendar year. The Annual Report must include all of the following data for each IL resident:</p> <ul style="list-style-type: none"> A) Number of accounts enrolled; B) Principal amount of debt at the time each account was enrolled; C) Status of each account (i.e. active, complete, terminated); D) Whether the account has been settled and, if so, the settlement amount and the corresponding principal amount of debt enrolled for that account; E) Total amount of provider fees paid; F) Whether the creditor has filed suit on the account debt; G) Date the resident is expected to complete the debt settlement program; and H) Date the resident cancelled, terminated or became inactive in the program, if applicable; I) For all persons completing the program during the previous calendar year, the median and mean percentage of savings and the median and mean provider fees paid; J) For all persons who cancelled, became inactive, or terminated the program during the previous calendar year, the median and mean percentage of the savings and the median and mean provider fees paid; K) Percentage of IL residents who cancelled, terminated, became inactive, or completed the program without the settlement of all of the enrolled debt; and L) Total amount of fees collected from IL residents. 	<p>Upload in NMLS: under the Document Type <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1)</p>

Updated 7/23/2020

Illinois Payday Reform Licensed Location(s)		
Complete	Renewal Requirement Items	Submitted via...

Note	If any of the below requirements are missing or there are any outstanding fees or fines, your renewal application may be delayed.	N/A
<input type="checkbox"/>	<p>Renewal Fee: \$1,000 per licensed location.</p> <p>Fee submitted through NMLS are non-refundable and non-transferable.</p> <p>Note: This fee will only be charged when renewing the IL Payday Reform License (for licensed main offices) and the IL Payday Reform Branch license (for licensed branch locations). This fee will not be charged when renewing the IL Payday Reform Registration.</p>	NMLS
<input type="checkbox"/>	<p>Owners and Officers: Confirm that the direct owners, executive officers and indirect owners, identified in the <i>Direct Owners/Executive Officers</i> section and the <i>Indirect Owners</i> section of the Company Form (MU1) are correct and confirm that ownership percentage totals 100%. Make updates to the sections if necessary.</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements: Submit a financial statement certified by a controlling person for the most recent quarter end, including BOTH balance sheet and income statement. Financial statement must be prepared in accordance with GAAP (Generally Accepted Accounting Principles).</p>	NMLS
<input type="checkbox"/>	<p>Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the IL Secretary of State website, showing that they are in “Good Standing”.</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Surety Bond: Submit the company bond or continuation certificate in the amount described below furnished by a surety company authorized to conduct business in IL and properly signed by all parties. Licensee must ensure that the bond has a proper term ending.</p> <ul style="list-style-type: none"> • 1-9 Licensed Locations: \$50,000 • 10 or more Licensed Locations: \$500,000 <p>Licensees with multiple branches should upload all bonds in their Company profile, not in the individual Branch profiles.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Updated 7/23/2020

Illinois Pawnbroker License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Child Support Certification: A sole proprietor applying for a license shall certify, under penalty of perjury, whether or not he or she is more than 30 days delinquent in complying with a child support order as required in Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65]. Failure to do so certify shall result in disciplinary action, and the making of a false statement may subject the licensee to contempt of court.</p> <p>Click here to access the Child Support Certification Form.</p>	<p>Email to Illinois Department of Professional and Financial Regulation: Kimberly.k.jones@illinois.gov</p>
<input type="checkbox"/>	<p>Proof of Insurance: A pawnbroker shall maintain insurance coverage covering all hazards equal to at least 2 times the aggregate value of the outstanding loans for items held in pawn. Such insurance shall be obtained from an insurance company authorized to do business in Illinois. A pawnbroker or an insurance company shall not cancel the insurance coverage except upon notice to the Secretary by certified mail, return receipt requested. The cancellation is not effective prior to 30 days after the Secretary receives the notice.</p>	<p>Email to Illinois Department of Professional and Financial Regulation: Kimberly.k.jones@illinois.gov</p>
<input type="checkbox"/>	<p>Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the Secretary of State in IL, showing that they are in "Good Standing".</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
Illinois Sales Finance Agency Licensed Location(s)		
Complete	Renewal Requirement Items	Submitted via...
Note	If any of the below requirements are missing or there are any outstanding fees or fines, your renewal application may be delayed.	N/A
<input type="checkbox"/>	<p>Renewal Fee: \$300 for licensed principal location, \$100 per licensed additional branch location. Note: This fee will only be charged when renewing the IL Sales Finance Agency License (for licensed main offices) and the IL Sales Finance Agency Branch license (for licensed branch locations. This fee will not be charged when renewing the IL Sales Finance Agency Registration.</p> <p>If licensee has only a Registration and Branch licenses, licensee must remit additional \$200 for one of the branches as the "principal location." Please contact the Department at fpr.consumercredit@illinois.gov for direction on remitting the additional \$200.</p>	NMLS (unless additional check is required)
<input type="checkbox"/>	<p>Owners and Officers: Confirm that the direct owners, executive officers and indirect owners, identified in the <i>Direct Owners/Executive Officers</i> section and</p>	NMLS

	the <i>Indirect Owners</i> section of the Company Form (MU1) are correct and confirm that ownership percentage totals 100%. Make updates to the sections if necessary.	
<input type="checkbox"/>	Financial Statements: Submit a financial statement certified by a controlling person for the most recent quarter end, including BOTH balance sheet and income statement. Financial statements must be prepared in accordance with GAAP (Generally Accepted Accounting Principles).	NMLS
<input type="checkbox"/>	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the IL Secretary of State website, showing that they are in “Good Standing”. This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i> .	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Updated 7/23/2020

Illinois Student Loan Servicer		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Criminal Background Check: Those who directly or indirectly own or control 10% or more of any stock class, or directly or indirectly fund in an amount equal to or more than 10% of the net worth, or directly or indirectly control 25% or more of the members of the board, are required to submit a CBC. If the ownership/control is less than the required % amounts, please still order a criminal and credit for any of the control person(s) that have day to day control over operations.	NMLS
<input type="checkbox"/>	Credit Check: Those who directly or indirectly own or control 10% or more of any stock class, or directly or indirectly fund in an amount equal to or more than 10% of the net worth, or directly or indirectly control 25% or more of the members of the board, are required to submit a Credit Check. If the ownership/control is less than the required % amounts, please still order a criminal and credit for any of the control person(s) that have day to day control over operations.	NMLS
Note	Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Please note that an updated Certificate of Good Standing is not required to be provided.	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Figure Letter: Complete and submit the Figures Letter .	Email to: FPR.StudentLoanServicing@illinois.gov
<input type="checkbox"/>	State of Illinois Averments: Complete and submit State of Illinois Averments .	Email to: FPR.StudentLoanServicing@illinois.gov

Updated 7/23/2020

Illinois Money Transmitter License (TOMA)		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Request Renewal through NMLS: As of November 1st, licensees can log in to NMLS, click the Renewals Tab, and request renewal of their license(s).</p> <p>A completed renewal request will reflect a "Renewal Requested" renewal status in the Composite View tab of NMLS and the licensee will receive a confirmation email from the System. See the Company Renewal Quick Guide for more information.</p>	NMLS
<input type="checkbox"/>	<p>Good Standing with the IL Secretary of State: Licensee must remain in good standing with the Illinois Secretary of State. Licensee must provide a Certificate of Good Standing or a print out from the Secretary of State in IL, showing that they are in "Good Standing".</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	Upload in NMLS: under the Document Type Certificate of Authority/Good Standing Certificate in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Surety Bond: Submit the company bond or continuation certificate in the amount described below furnished by a surety company authorized to conduct business in IL and properly signed by all parties. Licensee must ensure that the bond has a proper term ending.</p>	Upload in NMLS: under Surety Bond in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Authorized Agents (Delegates) Locations: Licensees must use the NMLS Uniform Authorized Agent Reporting (UAAR) functionality to report Authorized Agents (Authorized Sellers and Other Locations). During this year's renewal, licensees are required to utilize the UAAR to upload a list of agents who are authorized to conduct money transmission business in the state of <i>Illinois</i> on the licensee's behalf. Agent adjustments (additions, deletions, and modifications) must be submitted through the UAAR on a <i>quarterly</i> basis, even if there are no changes to report. For more information, consult the NMLS Resource Center.</p> <p>Note: An annual fee of twenty-five cents (\$0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st. The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline). See the Uniform Authorized Agent Reporting Processing Fee Fact Sheet for more information.</p>	NMLS
<input type="checkbox"/>	<p>Transmitter of Money License Renewal Form: Complete and submit the Transmitter of Money License Renewal Form.</p>	Email to FPR.MoneyTransmitter@illinois.gov

Updated 7/23/2020