



Indiana Secretary of State Securities Division 2019 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.](#)

Review the Renewal Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency within **five** business days of the electronic renewal submission.

License Types

- [Loan Broker License](#)
- [Collection Agency](#)
- [Principal Manager](#)
- [Mortgage Loan Originator](#)

Agency Contact Information

Contact *Indiana Secretary of State Securities Division* licensing staff by phone at [\(317\) 232-6681](tel:3172326681) or send your questions via email to compliance@sos.in.gov for additional assistance.

*Indiana Secretary of State Securities Division
302 W. Washington Street, Room E111
Indianapolis, IN 46204
317-232-6681*

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.

NMLS ID Number	
Licensee Legal Name	

Indiana-SOS Loan Broker License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Ultimate Equitable Owner(s): \$100.00 for each ultimate equitable owner (UEO). The UEO is a person who, directly or indirectly, owns or controls ten percent (10%) or more of the equity interest in a loan broker licensed regardless of whether the person owns or controls the equity interest through one (1) or more other persons or one or more proxies, powers of attorney or variances.</p> <p>This fee will be paid through the Agency Fee Invoicing (AFI) on the NMLS. The invoice amount will be based on the direct and indirect owners listed on the MU1. The AFI will appear around October 1st. Please ensure the direct and indirect owners are accurate on the NMLS. DO NOT pay an incorrect fee amount. If AFI is incorrect, please update ownership on the MU1 and notify the Division to receive an updated invoice.</p> <p>The online ACH payment through NMLS can take 7-10 business days to process and the payment must clear before the application can be processed.</p> <p>The UEO fee will NO longer be accepted via check mailed directly to the Indiana Secretary of State.</p> <p>UEOs are also required to obtain an FBI criminal background check through the NMLS. The definition of an UEO can be found at Ind. Code § 23-2-5-3(j)</p>	NMLS
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS every three years.</p> <p>Ultimate Equitable Owners (UEO) as defined at Ind. Code 23-2-5-3(j)</p> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Completing the Criminal Background Check Process Quick Guide for information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the criminal background check will begin to process automatically.</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation and, if applicable, a supporting document for each "Yes" response. See the Company Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2).

<input type="checkbox"/>	<p>Secretary of State Business Filing: The entity’s name and any assumed business name(s) must be registered and Active with the Indiana Secretary of State Business Services Division.</p> <p>The business filing name and address must match the information in NMLS. You can check or update the business filing here.</p>	<p>Verify on www.inbiz.in.gov</p>
<input type="checkbox"/>	<p>Individual Sponsorship – Principal Manager: Every Loan Broker renewal applicant must have an individual licensed as a Principal Manager sponsored with the license.</p> <p>To obtain an approved status, the Loan Broker must have a unique licensed Principal Manager at each location.</p> <p>The Loan Broker will not be renewed until both the Loan Broker and Principal Manager are eligible for renewal.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Mortgage Call Report: The MCR filings in NMLS must be accurate and up-to-date. A renewal application will not be renewed until the MCR license items have been cleared.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Surety Bond: Verify that an executed Electronic Surety Bond (ESB) is submitted via NMLS in the appropriate graduated amount 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>NMLS</p>
<p>Note</p>	<p>For complete details, click the following link: Loan Broker Information.</p>	<p>N/A</p>

Updated 9/20/2018

NMLS ID Number	
Licensee Legal Name	

Indiana-SOS Collection Agency License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Surety Bond: An executed Surety Bond must be on file with the Indiana SOS and uploaded on the NMLS. Verify that the surety bond is still effective and has not expired or been cancelled.</p> <p>The name of the principal insured on the bond and the NMLS number must match the full legal name and NMLS number of the applicant.</p> <p>A separate bond is required for every license including branches.</p> <p>Click to download the Surety Bond Form</p>	<p>Mail to Indiana SOS</p> <p>AND</p> <p>Upload in NMLS: under the Document Type <u>Surety Bonds</u> in the <i>Document Uploads</i> section of the Company Form (MU1)</p>
<input type="checkbox"/>	<p>Secretary of State Business Filing: The entity’s name and any assumed business name(s) must be registered and Active with the Indiana Secretary of State, Business Services Division.</p> <p>The business filing name and address must match the information in NMLS. You can check or update the business filing here.</p>	<p>Verify on</p> <p>www.inbiz.in.gov</p>
<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation and, if applicable, a supporting document for each “Yes” response. See the Company Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	<p>Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Licensing Affidavit: Verify that a complete Affidavit is on file with the IN SOS and uploaded on the NMLS. If ownership has changed please complete the Affidavit for the new owner, have it notarized, and mail the original copy to the Indiana Secretary of State’s office AND upload to the NMLS.</p> <p>See definition below to determine who is required to complete the Affidavit.</p> <p>Click to download Licensing Affidavit</p> <p>An individual who is an officer of any corporation or a member of any partnership, limited liability company, or firm AND actively manages the collection or solicits account for collection must be a citizen of the United States, of good moral character, and not less than eighteen (18) years of age along with other qualifications. See Ind. Code § 25-11-1-4.</p>	<p>Mail to Indiana SOS</p> <p>AND</p> <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 9/20/2018

Indiana-SOS Principal Manager License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Continuing Education: Principal Managers are required to complete eight (8) hours of NMLS approved continuing education during each calendar year to maintain the license.</p> <p>The eight (8) hours of education is in addition to any pre-licensure education requirements.</p>	NMLS
<input type="checkbox"/>	<p>Criminal Background Check: Authorization for an FBI criminal background check to be completed in NMLS <u>every three years</u>.</p> <p>After you authorize the FBI criminal background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted.</p> <p>See the Completing the Criminal Background Check Process Quick Guide for information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the criminal background check will begin to process automatically.</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: Authorization for a credit report must be completed. Upon initial authorization, you are required to complete an Identity Verification Process (IDV) within the Individual Form (MU4). See the Individual (MU4) Credit Report Quick Guide for instructions on completing the IDV.</p> <p>Note: The same credit report can be used for any existing or additional licenses for up to 30 days.</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation and, if applicable, a supporting document for each "Yes" response. See the Company Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<p>Company Sponsorship: Every Principal Manager must be sponsored by a licensed Loan Broker or Loan Broker Branch.</p> <p>IN-SOS offers an "Approved-Inactive" license status. If you are not currently employed by a mortgage company and you have completed all requirements for this license, the license may be issued as "Approved-Inactive" until sponsorship by a mortgage company is acquired. While in an "Approved-Inactive" status, you are NOT authorized to conduct business under the authority of the IN-SOS Principal Manager License.</p> <p>The Principal Manager will not be renewed until both the Loan Broker and Principal Manager are eligible for renewal.</p> <p>The employment history must match the sponsoring company.</p>	NMLS

Note	For complete details, click the following link: Principal Manager Information .	N/A
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Updated 9/20/2018

Indiana-SOS Mortgage Loan Originator License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Continuing Education: Mortgage Loan Originators are required to complete eight (8) hours of NMLS approved continuing education during each calendar year to maintain the license.</p> <p>The eight (8) hours of education is in addition to any pre-licensure education requirements.</p>	NMLS
<input type="checkbox"/>	<p>Criminal Background Check: Authorization for an FBI criminal background check to be completed in NMLS <u>every three years</u>.</p> <p>After you authorize the FBI criminal background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted.</p> <p>See the Completing the Criminal Background Check Process Quick Guide for information.</p> <p>Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the criminal background check will begin to process automatically.</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: Authorization for a credit report must be completed. Upon initial authorization, you are required to complete an Identity Verification Process (IDV) within the Individual Form (MU4). See the Individual (MU4) Credit Report Quick Guide for instructions on completing the IDV.</p> <p>Note: The same credit report can be used for any existing or additional licenses for up to 30 days.</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation and, if applicable, a supporting document for each “Yes” response. See the Company Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<p>Company Sponsorship: Every Mortgage Loan Originator must be sponsored by a licensed Loan Broker or Loan Broker Branch.</p> <p>IN-SOS offers an “Approved-Inactive” license status. If you are not currently employed by a mortgage company and you have completed all requirements for this license, the license may be issued as “Approved-Inactive” until sponsorship by a mortgage company is acquired. While in an “Approved-Inactive” status, you are NOT authorized to conduct business under the authority of the IN-SOS Mortgage Loan Originator License.</p>	NMLS

	The employment history must match the sponsoring company.	
Note	For complete details, click the following link: Mortgage Loan Originator .	N/A

Updated 9/20/2018