



MA Mortgage Loan Originator License New Application Checklist (Individual)

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GENERAL INFORMATION

Who Is Required To Have This License?

Any natural person who for compensation or gain or in the expectation of compensation or gain: (i) takes a residential mortgage loan application; or (ii) offers or negotiates terms of a residential mortgage loan. Sole proprietors licensed as mortgage brokers or mortgage lenders by the Division, as well as owners, officers and directors of entities licensed as mortgage lenders or mortgage brokers, are required to be licensed as mortgage loan originators in Massachusetts if they meet the definition above.

Applicants are not authorized to engage in activities as a mortgage loan originator in the Commonwealth of Massachusetts until they have obtained licensure in Massachusetts.

Note: Applicable statutory provisions governing the licensing of loan originator applicants require that applicants demonstrate financial responsibility consistent with [General Laws chapter 255F, section 4](#) and the Division's regulation [209 CMR 41.04\(2\)\(a\)](#). Applicants are encouraged to consider whether they will be able to satisfy these standards prior to submitting a license application and paying the nonrefundable fees.

IN ACCORDANCE WITH THE [DIVISION'S REGULATION 209 CMR 41.04\(3\)](#): Mortgage loan originator license applications which are missing material information shall be held in an incomplete status for a period of 14 calendar days after written notice to the Applicant specifying the nature of the deficiency. If any such deficiency remains outstanding for more than 14 days, the license application may be considered abandoned by the Applicant and terminated by the Commissioner. Thereafter, the Applicant would be required to submit a new application and pay all fees associated therewith to be considered for the loan originator license.

Note: Any application approved prior to November 1st of any given year is subject to renewal (including fees) for that year.

Massachusetts Division of Banks does not issue paper licenses for this license type.

All required items specified below must be received within 14 days of the submission of an application.

Pre-Requisites for License Applications

- See the [Prerequisites](#) section below.

Helpful Resources

- [Individual Form \(MU4\) Filing Quick Guide](#)
- [License Status Definitions Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [State-Specific Education Chart](#)
- [Individual Test Enrollment Quick Guide](#)
- [Course Enrollment Quick Guide](#)

Agency Contact Information

Contact *MA Division of Banks* licensing staff by phone at *(617) 956-1500 ext. 61480* or send your questions via email to nmls@mass.gov for additional assistance.

For Overnight Delivery & For U.S. Postal Service:
Massachusetts Division of Banks
Attn: Mortgage Loan Originator Licensing Unit
1000 Washington Street
10th floor
Boston, MA 02118-2218

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.

PREREQUISITES - These items must be completed prior to the submission of your Individual Form (MU4).

Complete	MA Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Pre-licensure Education: Prior to submission of the application, complete 20 hours of NMLS-approved pre-licensure education (PE) courses which must include 3 hours of Massachusetts content.</p> <p>Note: Must be completed during the 3 years immediately preceding the date of application.</p> <p>Follow the instructions in the Course Completion Records Quick Guide to confirm that PE has been posted to your record and the PE Total indicates "Compliant."</p>	NMLS
<input type="checkbox"/>	<p>Testing: Must achieve a passing score satisfy one of the following three conditions:</p> <ol style="list-style-type: none"> 1. Passing results on both the National and Massachusetts State components of the SAFE Test, or 2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or 3. Passing results on the National Test Component with Uniform State 	NMLS

	<p>Content</p> <p>Follow the instructions in the View Testing Information Quick Guide to confirm test results have been posted to your record and indicate "Pass."</p>	
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LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	MA Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>NMLS Initial Processing Fee: \$30</p> <p>MA License Fee: \$500</p> <p>MA Investigation Fee: \$115</p> <p>Credit Report: \$15</p> <p>FBI Criminal Background Check: \$36.25</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS- These items must be completed during or after the submission of your Individual Form (MU4).

Complete	MA Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Criminal Background Check: Authorization for an FBI criminal history background check to be completed in NMLS.</p> <p>After you authorize the FBI criminal history background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted. See the Completing the Criminal Background Check Process Quick Guide for information.</p> <p>Note: Applicable statutory provisions governing the licensing of loan originator applicants require that applicants pass a criminal background check under the standards set forth in General Laws chapter 255F, section 4 and the Division’s regulation 209 CMR 41.05(3), which prevent the licensure of certain individuals. Applicants are encouraged to consider whether they will be able to satisfy these standards prior to submitting a license application and paying the nonrefundable fees.</p> <p>Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the 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</p>	NMLS

	(IDV) within the Individual Form (MU4). See the Individual (MU4) Credit Report Quick Guide for instructions on completing the IDV. Note: The same credit report can be used for any existing or additional licenses for up to 30 days.	
Complete	MA Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	Disclosure Questions: Provide an explanation and, if applicable, a supporting document for each “Yes” response. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).
<input type="checkbox"/>	Company Sponsorship: A sponsorship request must be submitted by your employer. MA will review and accept or reject the sponsorship request. MA offers an “Approved-Inactive” license status. If you are not currently employed by a mortgage company (or your employer has not yet requested sponsorship on your behalf) 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 MA Mortgage Loan Originator License.	NMLS
<input type="checkbox"/>	Employment History: The business address listed in the <i>Employment History</i> section of the Individual Form (MU4) must match the address of the registered location in the Company Relationship.	NMLS

NMLS ID Number	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS- *These items must be completed outside of NMLS and submitted directly to the regulator. All documents required outside of the NMLS must be received within 14 business days of the submission through NMLS.*

Complete	MA Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Mortgage Loan Originator – New Application Checklist: Email the completed application checklist to the agency along with any applicable addenda as an email attachment.</p> <p>Email Subject Line: Individual Name (NMLS ID#): <i>MLO New Application</i></p>	<p>Email to MA: nmls@mass.gov</p>
<input type="checkbox"/>	<p>Supporting Documentation: Provide detailed explanations of any adverse reporting on the applicant’s credit report, as well as third party evidence of resolution or settlement, if applicable.</p>	<p>Email to MA: nmls@mass.gov</p>