



Individual New Application Agency Requirements



NORTH CAROLINA MORTGAGE LOAN ORIGINATOR LICENSE

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

License cost: **\$125.00** (plus the NMLS processing fee; a credit report fee if one has not been authorized through NMLS in the past 30 days; and a criminal background check fee). Fees collected through NMLS **ARE NOT REFUNDABLE**.

Federally registered mortgage loan originators are exempt and therefore, are not eligible for licensure in the State of North Carolina.

"Mortgage loan originator" means: An individual who for compensation or gain or in the expectation of compensation or gain, whether through contact by telephone, electronic means, mail, or in person with prospective borrowers:

- Takes a residential mortgage loan application,
- Accepts or offers to accept applications for mortgage loans,
- Solicits or offers to solicit applications for mortgage loans,
- Offers or negotiates the terms or conditions of a mortgage loan, or
- Issues mortgage loan commitments or interest rate guarantee agreements to prospective borrowers.

A mortgage loan originator shall not be employed simultaneously by more than one mortgage lender, mortgage broker, or mortgage origination support registrant under Article 19B of Chapter 53 of the North Carolina General Statutes. In addition, mortgage loan originators cannot work from a home or residence (except for those employed by mortgage origination support registrants). [NCGS § 53-244.030\(4\) and \(26\)](#) and [53-244.105\(c\)](#).

If the applicant is not currently employed as a mortgage loan originator, the license will be issued as "Approved-Inactive" until sponsorship by a licensed mortgage company is requested. The "Approved-Inactive" status indicates that the individual meets all statutory licensing requirements but cannot originate until sponsorship has been submitted and approved through the NMLS.

Applications not completed within 30 days of an initial deficiency notification will be deemed withdrawn by applicant and placed in a Withdrawn-Application Abandoned Status.

Use the checklist below to complete the requirements for the North Carolina Commissioner of Banks.

The checklist provides instructions and requirements for information to be entered and uploaded in NMLS in addition to documents that must be provided outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Individual Form](#) through NMLS. Please ensure that your contact information, specifically your email address, on Form MU4 is correct.

Agency specific requirements marked **Filed in NMLS** must be completed in NMLS; this information cannot be viewed by the agency until the application has been submitted.

Upon approval, you may print the license in [NCCOB Online](#).

NMLS **Individual** Unique ID Number: _____

Applicant's Legal Name: _____

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FYI	FOR FEDERALLY REGISTERED MLOs ONLY: Federally registered MLOs are exempt and therefore, are not eligible for licensure in the State of North Carolina. NCGS 53-244.040(d)(1) .	
FYI	FOR PREVIOUSLY LICENSED MLOs AND MLOs LICENSED IN OTHER JURISDICTIONS ONLY: If you previously held a North Carolina license or if you are licensed in another jurisdiction, you are submitting a <u>new</u> application for which Pre-Licensure Education and testing may be required. <u>Carefully</u> review NC Statutory requirements regarding education and testing, NCGS 53-244.050(b)(1) .	
<input type="checkbox"/>	Pre-licensure Education: Complete 20 hours SAFE pre-licensure education courses and 4 hours of North Carolina laws and regulations. Pursuant to NCGS 53-244.050(b)(1b), education is valid for three (3) years preceding date of application. Once licensed, continuing education is required pursuant to NCGS 53-244.102. If the license terminates (outside of late-renewal), a new application for licensure must be made and will be reviewed for compliance with pre-licensure education requirements.	
<input type="checkbox"/>	Testing: Passing score (e.g. 75%) for one of the following scenarios: 1. National Test Component with Uniform State Content, or 2. Both the National and Stand-alone UST components of the SAFE Test administered between November 16, 2012, and March 31, 2014, or 3. Both the National and NC State components of the SAFE Test administered prior to November 16, 2012. Please refer to the Testing page of the NMLS Resource Center for further information.	
<input type="checkbox"/>	Criminal Background Check: Authorization for a FBI criminal background check to be completed in NMLS. After authorizing a FBI criminal background check through the submission of the Individual Form (MU4), you must schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information. 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	

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	automatically submit the fingerprints on file.	
<input type="checkbox"/>	Credit Report: Authorization for a credit report (TransUnion) must be completed in NMLS. Review the requirements of financial responsibility pursuant to NCGS § 53-244.060(4) .	
<input type="checkbox"/>	Disclosure Questions: Provide complete details of all events or proceedings for any “Yes” answer to the disclosure questions. Upload a copy of any applicable orders or supporting documents in NMLS.	

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See the [License Status Definitions](#) guide for instructions.

WHO TO CONTACT – Contact the NC Mortgage Licensing Division staff via email at MLO@nccob.gov for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.