



# NH Exempt Mortgage Loan Originator Registration New Application Checklist (Individual)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who Is Required to Have This License?

Federal, state, or local governmental agencies, instrumentalities, and corporations and the employees of such entities who act as loan originators pursuant to their official duties as employees of the entities provided that, limited to activities that would otherwise be within the scope of [NH RSA 397-A](#).

### 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 *New Hampshire Banking Department* licensing staff by phone at [\(603\) 271-8675](tel:6032718675) or send your questions via email to [licensing@banking.nh.gov](mailto:licensing@banking.nh.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*New Hampshire Banking Department  
3 Regional Drive  
Concord NH 03301*

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	NH Exempt Mortgage Loan Originator Registration	Submitted via...
Note	<b>NH RSA 397-A:</b> Must work for an Exempt Entity as defined by <a href="#">NH RSA 397-A</a> .	N/A

**LICENSE FEES** - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	NH Exempt Mortgage Loan Originator Registration	Submitted via...
<input type="checkbox"/>	<b>NMLS Initial Processing Fee:</b> \$30 <b>Credit Report:</b> \$15 <b>FBI Criminal Background Check:</b> \$36.25	<b>NMLS (Filing submission)</b>

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

Complete	NH Exempt Mortgage Loan Originator Registration	Submitted via...
<input type="checkbox"/>	<b>Submission of Individual Form (MU4):</b> Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
Note	<b>Criminal Background Check:</b> Authorization for an FBI criminal history background check is NOT required for this license.	<b>N/A</b>
Note	<b>Credit Report:</b> Authorization for a credit report is NOT required for this license.	<b>N/A</b>
<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation and, if applicable, a supporting document for each "Yes" response. See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).

Complete	NH Exempt Mortgage Loan Originator Registration	Submitted via...
<input type="checkbox"/>	<p><b>Company Sponsorship:</b> A sponsorship request must be submitted by your employer. NH will review and accept or reject the sponsorship request.</p> <p>NH 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 NH Exempt Mortgage Loan Originator Registration.</p> <p><b>Note:</b> No originator shall at any time represent more than one mortgage banker or broker or mortgage servicer.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Employment History:</b> 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.</p>	<p><b>NMLS</b></p>

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	NH Exempt Mortgage Loan Originator Registration	Submitted via...
<p>No individual (MU4) documents are required to be uploaded into NMLS for this license/registration at this time.</p>		

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS- <i>These items must be completed outside of NMLS and submitted directly to the regulator.</i>		
Complete	NH Exempt Mortgage Loan Originator Registration	Submitted via...
<p>No items are required to be submitted outside of NMLS for this license/registration at this time.</p>		