



New Jersey Department of Banking and Insurance 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

- [Mortgage Loan Originator License](#)
- [Qualified Individual Correspondent Residential Mortgage Lender License](#)
- [Qualified Individual Residential Mortgage Broker License](#)
- [Qualified Individual Residential Mortgage Lender License](#)
- [Correspondent Residential Mortgage Lender License](#)
- [Residential Mortgage Broker License](#)
- [Residential Mortgage Lender License](#)

Agency Contact Information

Contact *New Jersey Department of Banking and Insurance* licensing staff by phone at [\(609\) 292-7272](tel:6092927272) or send your questions via email to bliconline@dobi.nj.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.

New Jersey Mortgage Loan Originator License, Qualified Individual Correspondent Residential Mortgage Lender License, Qualified Individual Residential Mortgage Broker License, & Qualified Individual Residential Mortgage Lender License

Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Continuing Education: All Qualified Individuals (“QIs”) and Mortgage Loan Originators (“MLOs”) are required to complete 12 hours of Continuing Education (CE) prior to requesting renewal with the exception of individuals who completed all Pre-licensure Education (PE) in 2018.	NMLS
<input type="checkbox"/>	Credit Report: All QIs and MLOs who are in Approved-Conditional and Approved-Deficient statuses must authorize a new credit report.	NMLS
<input type="checkbox"/>	Approved-Conditional and Approved-Deficient Status: All QIs and MLOs who are in Approved-Conditional and Approved-Deficient status will not be able to request renewal until all requirement and/or deficiencies have been addressed. Please contact the Department once this is completed and we will discuss changing your license status so that you can request renewal.	NMLS
Note	Sponsoring Company Approval: An active MLO who has completed all renewal requirements cannot be approved until his or her sponsoring company has been approved for renewal.	N/A

Updated 9/19/2018

NMLS ID Number	
Licensee Legal Name	

New Jersey Residential Mortgage Broker License, Correspondent Residential Mortgage Lender & Residential Mortgage Lender License

Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Mortgage Call Reports: All Companies must file any outstanding Mortgage Call Reports (MCRs) before renewal.	NMLS
<input type="checkbox"/>	Annual Report: All Companies must file any outstanding Annual Report before renewal. Annual Reports are due by May 1 st annually.	Mail to NJ
<input type="checkbox"/>	Outstanding Assessments: All Companies must pay any outstanding assessments due to the Department before renewal.	Mail to NJ
<input type="checkbox"/>	Approved-Conditional and Approved-Deficient Status: All Companies in Approved-Conditional and Approved-Deficient status will not be able to request renewal until all requirements and/or deficiencies are addressed. Please contact the Department once this is completed and we will discuss changing your license status so that you can request renewal.	NMLS
Note	QI Request Renewal: A Company renewal cannot be approved unless the related QI has completed all renewal requirements and requested renewal.	N/A

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