



New Application Checklist Jurisdiction-Specific Requirements



OKLAHOMA EXEMPT COMPANY REGISTRATION

Instructions

1. Companies exempt from licensing in Oklahoma may register their company with the Oklahoma Department of Consumer Credit through NMLS. This exempt mortgage company registration is **OPTIONAL** and is provided for companies who are not required to be licensed under Oklahoma law, but employ individuals or utilize independent contractors required to be licensed under Oklahoma law and wishes to take advantage of efficiencies the system offers. Such Companies register by filing a Form MU1.
2. The Registered Agent entered on Form MU1 must be the same person recorded with the Secretary of State. If you are not an out of state company and are not required to register with the Secretary of State, list the individual listed as the *Contact Person* for the company on Form MU1.
3. At least one Individual must be listed in the *Direct Owner/Executive Officer* section of Form MU1 and be listed as a *Control Person* with a Form MU2 completed. This individual should have the authority to make decisions on behalf of the company.
4. The *Qualifying Individual* section of Form MU1 can be left blank.
5. **Total registration costs: \$100 NMLS processing fee** for Form MU1 (headquarters). All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Oklahoma Department of Consumer Credit
Attention: Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

For Overnight Delivery:

Oklahoma Department of Consumer Credit
Attention: Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
		EXEMPTION CLAIMED. In the space below, cite the provision in Oklahoma law under which your company is claiming an exemption from licensure: _____ _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, provide a file-stamped copy of the Fictitious Name Report or Trade Name Report from the Oklahoma Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the company or any Control Person.

WHO TO CONTACT – Contact *Oklahoma Department of Consumer Credit* licensing staff by phone at [405-521-3653](tel:405-521-3653) or send your questions via e-mail to okstate@okdocc.ok.gov for additional assistance.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.