



Individual New Application Agency Requirements



OKLAHOMA 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 (authorized delegates are not considered a branch in NMLS); refer to the appropriate new application checklists.

Total License costs: \$541.25

OK-DOCC License/Registration Fee: \$260

OK-DOCC Application Fee: \$200

NMLS Initial Processing Fee: \$30

*Credit Report: \$15

FBI Criminal Backgrounds Check: \$36.25

*The credit report fee will be charged if one has not been authorized through NMLS in the past 30 days.

Fees collected through NMLS ARE NOT REFUNDABLE.

A sponsorship request must be submitted by your employer before your application request will be approved. If the applicant is not currently employed by a mortgage company, the license will be issued as "Approved-Inactive" until sponsorship by a mortgage company is acquired. You are not authorized to conduct business in an "Approved-Inactive" status.

Use the checklist below to complete the requirements for The Oklahoma Department of Consumer Credit.

The checklist provides instructions and requirements for information to be entered in NMLS and the documents that must be uploaded into NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Individual Form through NMLS](#).

Agency specific requirements marked **Filed in NMLS** must be completed in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

NMLS Individual Unique ID Number: _____

Applicant Legal Name: _____

Applicant's email address: _____

Applicant's phone number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OKLAHOMA MORTGAGE LOAN ORIGNATOR LICENSE
<input type="checkbox"/>	N/A	N/A	<p>Pre-licensure Education: Complete 20 hours of NMLS approved pre-licensure education courses, which must include one (1) hour of Oklahoma law and regulations.</p> <p>*NMLS must indicate you are compliant with this requirement.</p>
<input type="checkbox"/>	N/A	N/A	<p>Testing: Must satisfy one of the following three conditions:</p> <ol style="list-style-type: none"> 1. Passing score on both the National and OK State components of the SAFE Test OR 2. Passing score on both the National and Stand-alone UST components of the SAFE Test OR 3. Passing score on the National Test Component with Uniform State Content <p>*NMLS must indicate you are compliant with this requirement.</p>
<input type="checkbox"/>	N/A	N/A	<p>Criminal Background Check: Authorization for a FBI criminal history background check to be completed in NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p>Credit Report: Authorization for a credit report must be completed. Individuals will be required to complete an Identity Verification Process (IDV).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Immigration Document: Upload the appropriate form, signed and notarized, along with any required documentation. Click here to download the form.</p> <p>This document should be named <i>Immigration Document</i>.</p> <p>Upload in NMLS under the Document Type Verification of Experience in the <i>Document Uploads</i> section of the Individual Form (MU4).</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OKLAHOMA MORTGAGE LOAN ORIGNATOR LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Military Service Members/Spouses: Check the following applicable boxes –</p> <ul style="list-style-type: none"> <input type="checkbox"/> I am a member of the Armed Forces <input type="checkbox"/> My spouse is a member of the Armed Forces <input type="checkbox"/> My spouse is on active duty within this state <input type="checkbox"/> My spouse is a permanent resident of this state for the 6 months prior to assignment to active duty <input type="checkbox"/> My spouse is a permanent resident of this state during the period of active duty <p>If any of the above applies to you, click here to download information regarding the Post Military Service Occupation, Education and Credentialing Act to determine considerations you may be entitled to and how to obtain these considerations.</p>

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 Quick Guide](#) for more information.

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

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

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