



## Company New Application Checklist Agency Requirements



### OKLAHOMA MORTGAGE BROKER LICENSE

This document includes instructions for a mortgage broker new application request. If you need to complete a new application for a branch location (authorized delegates are not considered a branch in NMLS); refer to the appropriate new application checklists.

**\*Total License costs: \$1,760**

OK-DOCC License/Registration Fee: \$200  
OK-DOCC Application Fee: \$950  
OK-DOCC Examination Fee: \$500  
OK-DOCC Recovery Fund: \$10  
NMLS Initial Processing Fee: \$100

\*An additional \$15 fee per credit report will be added if one has not been authorized through NMLS in the past 30 days for each required control person.

\*An additional \$36.25 fee will be added per FBI Criminal Background Check authorization.

**Fees collected through NMLS ARE NOT REFUNDABLE.**

**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 Company Form](#) filing through NMLS. Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS. For help with document uploads, see the [Document Upload Descriptions And Examples](#) for formatting instructions, upload instructions and document descriptions and examples.

NMLS **Company** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OKLAHOMA MORTGAGE BROKER LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Other Trade Name:</b> DBA's should be listed under Other Trade Names on the NMLS Company Form. The Oklahoma Department of Consumer Credit does not allow more than one (1) name per license. To use a trade name or DBA designation other than the applicant's legal name, select a "Mortgage Broker License – Other Trade Name [#]" license type.</p> <p>A separate Mortgage Broker license is needed for each name in which business is conducted.</p> <p>Please provide a file-stamped copy of the Trade Name Report from the Oklahoma Secretary of State to the Oklahoma Department of Consumer Credit. Upload this document in NMLS under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Resident/Registered Agent:</b> The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Qualifying Individual:</b> A manager is required to be appointed for all locations where the licensee conducts business with consumers. The Qualifying Individual must be licensed as a Mortgage Loan Originator in the State of Oklahoma. This individual must be listed in the <i>Qualifying Individual</i> section of Company Form (MU1).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Credit Report:</b> Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>All owners, officers, directors and/or partners are required to authorize a FBI criminal background check through NMLS.</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>All owners, officers, directors and/or partners are required to authorize a FBI criminal background check through NMLS.</li> </ul>

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			<p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>All owners, officers, directors and/or partners are required to authorize a FBI criminal background check through NMLS.</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> 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 automatically submit the fingerprints on file.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> 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><b>Financial Statements:</b> Upload an unaudited (not compiled/reviewed) financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.</p> <p><b>Note:</b> Financial statements are uploaded separately under <i>Financial Statement</i> section of the Filing tab. See the <a href="#">Financial Statement Quick Guide</a> for instructions.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Certificate of Authority/Good Standing Certificate:</b> Upload a state-issued document (typically by the state's Secretary of State office) demonstrating that the entity exists and/or is authorized to conduct business in the State of Oklahoma.</p> <p>Upload this document in NMLS under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Formation Document:</b> Upload a certified copy of:</p> <ul style="list-style-type: none"> <li>The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>The Partnership Agreement (if a partnership of any form).</li> </ul> <p>Upload this document in NMLS under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

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<input type="checkbox"/>	N/A	N/A	<p><b>Document Samples:</b> Upload copies of the following disclosures, agreements and forms which are provided to borrowers during the loan process:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application forms</li> <li><input type="checkbox"/> GFE &amp; any Acknowledgment or Intent to Proceed forms</li> <li><input type="checkbox"/> Change Circumstances Forms</li> <li><input type="checkbox"/> HUD-1 Settlement Statements</li> <li><input type="checkbox"/> TIL</li> <li><input type="checkbox"/> Mortgage Broker Agreement</li> <li><input type="checkbox"/> Pre-Payment Penalty Disclosure</li> <li><input type="checkbox"/> Privacy Disclosure</li> <li><input type="checkbox"/> ARM Disclosure</li> <li><input type="checkbox"/> Rate Lock Agreement</li> <li><input type="checkbox"/> TRID</li> <li><input type="checkbox"/> Reverse Mortgage Disclosures (as applicable)</li> <li><input type="checkbox"/> Any company exclusive forms provided to borrowers regarding your specific products and services.</li> </ul> <p>Upload the document in NMLS under <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named <i>[Name of Document Sample]</i>.</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 Review & Definitions](#) quick guide for instructions.

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

Mailing Address: Oklahoma Department of Consumer Credit  
Attention: Licensing Department  
3613 N.W. 56<sup>th</sup> 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 APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.