



Individual New Application Agency Requirements



SOUTH CAROLINA MORTGAGE LOAN ORIGINATOR LICENSE

This document includes instructions for an individual new application request. 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.

Application fees are collected through NMLS. License costs: \$80 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. There will be an additional fee when a FBI criminal background check is authorized through NMLS.

- Fees collected through NMLS **ARE NOT REFUNDABLE.**
- A sponsorship request must be submitted by an approved Mortgage Lender/Servicer before the license will be fully approved. If the originator is not currently employed by an approved Mortgage Lender/Servicer, the application will be placed into an “Approved-Inactive” status until sponsored. Please note: **An originator is not authorized to conduct business in an “Approved-Inactive” status.**

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

**** This checklist is to serve as guide for the application process, please DO NOT send checklist to the Division ****

| FILED IN NMLS | SOUTH CAROLINA MORTGAGE LOAN ORIGINATOR LICENSE |
|--------------------------|---|
| <input type="checkbox"/> | PRE-LICENSURE EDUCATION NMLS must reflect the required 20 hours of NMLS approved pre-licensure education courses. Three (3) hours South Carolina specific education is required. |
| <input type="checkbox"/> | TESTING Passing score on Uniform State Test required prior to application. |
| <input type="checkbox"/> | FBI CRIMINAL BACKGROUND CHECK Authorization for a FBI criminal background check to be completed in NMLS. Upload a letter of explanation for any misdemeanors within the last ten (10) years. Upload a letter of explanation for any felony convictions and upload a copy of the final disposition. Depending on the nature of the charges, additional information may be requested. |
| <input type="checkbox"/> | CREDIT REPORT Authorization for a credit report must be completed in NMLS. Individuals will be required to complete an Identity Verification Process (IDV). Please submit a line-by-line, detailed letter of explanation of all derogatory credit (i.e. collections items, charge offs, judgments, tax liens, etc.) along with proof of payoffs, payments or payment arrangements. This can be emailed to cfid@bofi.sc.gov . Include last name and NMLS # in the subject line. |

The Division will review the filling and all required documents through NMLS. If needed, outside communication will be sent to the email address listed in NMLS. To review application status or see detailed communication from the Division, click on the Composite View tab and then click on View License/Registration in NMLS view the [License Status Quick Guide](#) for further instruction.

WHO TO CONTACT – Contact South Carolina State Board of Financial Institutions Consumer Finance Division licensing staff by phone at 803-734-2020 or send questions via email to cfid@bofi.sc.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE 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.