



TX-OCCC Residential Mortgage Loan Originator License New Application Checklist (Individual)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required To Have This License?

An individual who for compensation or gain or in the expectation of compensation or gain, takes a residential mortgage loan application or offers or negotiates terms of a residential mortgage loan. This includes originators of liens for mobile homes or manufactured homes that are used as a residence, property tax loans, home equity loans, or secondary mortgage loans.

For primary mortgage loans, please refer to the Savings & Mortgage Lending website: www.sml.texas.gov/

Texas Office of Consumer Credit Commissioner does not issue paper licenses for this license type.

Definitions

Residential Mortgage Loan-The Secure and Fair Enforcement for Mortgage Licensing (S.A.F.E.) Act of 2008 defines a residential mortgage loan as any loan primarily for personal, family, or household use that is secured by a mortgage, deed of trust, or other equivalent consensual security interest on a dwelling (as defined in section 103(v) of the Truth in Lending Act) or residential real estate upon which is constructed or intended to be constructed a dwelling (as so defined).

Dwelling-Section 103(v) of the Truth in Lending Act defines dwelling as a residential structure or mobile home which contains one to four family housing units, or individual units of condominiums or cooperatives.

Helpful Resources

- [Individual Form \(MU4\) Filing Quick Guide](#)
- [License Status Definitions Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [State-Specific Education Chart](#)
- [Individual Test Enrollment Quick Guide](#)
- [Course Enrollment Quick Guide](#)

Agency Contact Information

Contact Office of Consumer Credit licensing staff by phone at (512) 936-7605 or toll free at (800) 538-1579 for additional assistance.

For U.S. Postal Service or Overnight Delivery:

*Office of Consumer Credit Commissioner
Licensing Section
2601 N. Lamar Blvd.
Austin, TX 78705*

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

PREREQUISITES - These items must be completed prior to the submission of your Individual Form (MU4).

| Complete | TX-OCCE Residential Mortgage Loan Originator License | Submitted via... |
|--------------------------|---|------------------|
| <input type="checkbox"/> | <p>Pre-licensure Education: Prior to submission of the application, complete at least 20 hours of NMLS-approved pre-licensure education (PE) courses.</p> <p>Note: Must be completed during the 3 years immediately preceding the date of application.</p> <p>Follow the instructions in the Course Completion Records Quick Guide to confirm that PE has been posted to your record and the PE Total indicates "Compliant."</p> | NMLS |
| <input type="checkbox"/> | <p>Testing: Must satisfy one of the following three conditions:</p> <ol style="list-style-type: none">1. Passing results on both the National and Texas State components of the SAFE Test, or2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or3. Passing results on the National Test Component with Uniform State Content <p>Follow the instructions in the View Testing Information Quick Guide to confirm test results have been posted to your record and indicate "Pass."</p> | NMLS |

LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

| Complete | TX-OCCE Residential Mortgage Loan Originator License | Submitted via... |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <p>NMLS Initial Processing Fee: \$30</p> <p>TX-OCCE License/Registration Fee: \$225</p> <p>This fee includes a \$25 non-refundable recovery fund fee.</p> <p>Credit Report: \$15</p> <p>FBI Criminal Background Check: \$36.25</p> | NMLS (Filing submission) |

REQUIREMENTS COMPLETED IN NMLS- *These items must be completed during or after the submission of your Individual Form (MU4).*

| Complete | TX-OCCC Residential Mortgage Loan Originator License | Submitted via... |
|--------------------------|---|---|
| <input type="checkbox"/> | Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS. | NMLS |
| <input type="checkbox"/> | <p>Criminal Background Check: Authorization for an FBI criminal history background check to be completed in NMLS.</p> <p>After you authorize the FBI criminal history background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted.</p> <p>See the Completing the Criminal Background Check Process Quick Guide for information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the background check will begin to process automatically.</p> | NMLS |
| <input type="checkbox"/> | <p>Credit Report: Authorization for a credit report must be completed. Upon initial authorization, you are required to complete an Identity Verification Process (IDV) within the Individual Form (MU4). See the Individual (MU4) Credit Report Quick Guide for instructions on completing the IDV.</p> <p>Note: The same credit report can be used for any existing or additional licenses for up to 30 days.</p> | NMLS |
| <input type="checkbox"/> | <p>Disclosure Questions: Provide an explanation and, if applicable, a supporting document for each "Yes" response. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p> | Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4). |
| <input type="checkbox"/> | <p>Employment Verification Form: We do not do sponsorship request. Employment is verified through an Employment Verification Form that must be submitted by your employer. TX-OCCC will review and accept or reject the request.</p> <p>TX-OCCC offers an "Approved-Inactive" license status. If you are not currently employed by a mortgage company (or your employer has not yet requested sponsorship on your behalf) and you have completed all requirements for this license, the license may be issued as "Approved-Inactive" until sponsorship by a mortgage company is acquired. While in an "Approved-Inactive" status, you are NOT authorized to conduct business under the authority of the TX-OCCC Residential Mortgage Loan Originator License.</p> | <p>NMLS</p> <p>Click here for more information</p> |
| <input type="checkbox"/> | Employment History: The business address listed in the <i>Employment History</i> section of the Individual Form (MU4) must match the address of the registered | NMLS |

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| | location in the Company Relationship. | |
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| REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS | | |
|---|--|------------------|
| Complete | TX-OCCC Residential Mortgage Loan Originator License | Submitted via... |
| No individual (MU4) documents are required to be uploaded into NMLS for this license/registration at this time. | | |

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|-----------------------------|--|
| NMLS ID Number | |
| Applicant Legal Name | |

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS- *These items must be completed outside of NMLS and submitted directly to the regulator.*

| Complete | TX-OCCC Residential Mortgage Loan Originator License | Submitted via... |
|--------------------------|--|---|
| <input type="checkbox"/> | <p>Employment Verification Form: Must be completed by each employer of the MLO and the employer OCCC license number or registration number referenced. This Form can be either be emailed, faxed, or mailed to the OCCC:</p> <p>http://occc.texas.gov/sites/default/files/uploads/licensing/employment-verification-form.pdf</p> | <p>Email to TX-OCCC: licensing@occc.texas.gov</p> <p>OR</p> <p>Mail to TX-OCCC 2601 N. Lamar Blvd. Austin, TX 78705</p> <p>OR</p> <p>Fax to TX-OCCC at (512) 936-7610</p> |