



New Application Checklist Jurisdiction-Specific Requirements



WEST VIRGINIA EXEMPT COMPANY REGISTRATION

Instructions

1. Companies exempt from licensing in West Virginia may register their company with the West Virginia Division of Financial Institutions through NMLS. This exempt mortgage company registration is **OPTIONAL** and is provided for companies who are not required to be licensed under West Virginia law, but employ individuals required to be licensed under West Virginia law and wishes to take advantage of efficiencies the system offers. Such Companies register by submitting a completed 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 the Company (MU1) Form (headquarters) and \$20 NMLS processing fee for each Branch (MU3) Form. All fees are collected through 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:

WV Division of Financial Institutions
Mortgage Division
900 Pennsylvania Ave., Suite 306
Charleston, WV 25302-3542

For Overnight Delivery:

WV Division of Financial Institutions
Mortgage Division
900 Pennsylvania Ave., Suite 306
Charleston, WV 25302-3542

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
			<p>EXEMPTION CLAIMED. In the space below, cite the provision in West Virginia law under which your company is claiming an exemption from licensure:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND. Provide an original mortgage broker or lender bond in the appropriate amount furnished by a surety company authorized to conduct business in West Virginia. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Click to download surety bond form, mortgage broker or mortgage lender.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>SECRETARY OF STATE DOCUMENTATION. A certified copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form); and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Certificate of Authorization or a Certificate of Good Standing issued by the WV Secretary of State and dated not more than 60 days prior to the filing of an application through NMLS; and</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>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 copy of the Certificate of Registration of Trade Name from the West Virginia Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>

WHO TO CONTACT – Contact the WV Division of Financial Institutions licensing staff by phone at 304.558.2294 or send your questions via e-mail to thudson@wvDOB.org 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.