



Uniform Individual Renewal Checklist

Instructions

1. In order to ensure processing before January 1st, documentation should be submitted to the agency by the date specified by your regulator. Each agency's renewal deadline can be found in the Renewal Section of the NMLS Resource Center. Review the checklist below to determine whether your regulator requires any documentation outside the system. **If your regulator does not require any documents outside of NMLS, there is no need to submit this checklist.**
2. All requirements as identified on the checklist below must be submitted with this checklist within **5** business days of the electronic renewal submission to the location listed below.

The following agencies do not require any additional documentation to be submitted outside NMLS:

Alabama	Minnesota	South Carolina DCA
Alaska	Mississippi	South Carolina BFI
Arkansas	Missouri	South Dakota
California DBO	Montana	Tennessee
Georgia	Nebraska	Texas OCC
Hawaii	Nevada	Texas SML
Illinois	New Hampshire	Utah DFI
Indiana DFI	New Mexico	Vermont
Indiana SOS	North Dakota	Virginia
Iowa	Ohio	Washington
Kansas	Oklahoma-DOCC	West Virginia
Kentucky	Oklahoma-DOB	Wisconsin
Louisiana	Oregon	Wyoming
Maine	Pennsylvania	
Maryland	Puerto Rico	
Massachusetts	Rhode Island	

NMLS Unique ID Number: _____

Licensee's Legal Name: _____

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
AZ	<input type="checkbox"/>	ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS 2910 N. 44 TH Street #310 Phoenix, AZ 85018 602-771-2800	RENEWAL FEE FORM submission which includes LO CE and Inactive Status instructions. Click to Download Form.
CA-BRE		<p style="text-align: center;"><u>Underlying Real Estate License Must be in a "Current Status" to Renew MLO License Endorsement:</u></p> <p>In order to renew an Individual or Company MLO license endorsement the underlying real estate license must be in a "current status". A MLO whose real estate license is in an expired, revoked, or suspended status will not be able to renew their MLO license endorsement.</p>	
CO	<input type="checkbox"/>	For Information on CO's additional renewal requirements, please visit the CO Website	
CT	<input type="checkbox"/>	Connecticut Department of Banking Consumer Credit Division 260 Constitution Plaza Hartford, CT 06103-1800	Financial Responsibility Requirements: Must submit supporting documentation for all past due accounts including collections, judgments and liens reported on the Credit Report processed for the 2014 renewal. Also, if a disclosure question changes from No to Yes, provide documentation. Documentation must be received by the Department no later than December 31, 2013. Failure to provide supporting information for derogatory accounts or negative criminal history will result in termination of the license for failure to comply with renewal requirements.
DC	<input type="checkbox"/>	DEPARTMENT OF INSURANCE, SECURITIES & BANKING 810 First Street, NE Suite 701 Washington, DC 20002	<p>In order to renew a mortgage loan originator license, a licensee should:</p> <ul style="list-style-type: none"> • Complete at least eight (8) hours of continuing education credits at least sixty (60) days prior to the license expiration date. One (1) hour must include DC-specific education (referred to as an elective). • File with the NMLS a license renewal request at least thirty (30) days prior to the expiration date of the current license. License renewal requests filed after December 1, 2013 but before December 31, 2013, shall be subject to a \$300 late fee. <p>Note: License renewal requests received after December 31, 2013 but before February 28, 2014, shall be subject to a \$400 reinstatement fee. A license that remains expired after February 28, 2014 cannot be renewed. The individual must apply for a new license and will be subject to all applicable new license requirements.</p>

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DE	<input type="checkbox"/>	STATE OF DELAWARE OFFICE OF THE STATE BANK COMMISSIONER 555 E. Loockerman Street Suite 210 Dover, DE 19901	CREDIT EXPLANATION. For any applicant for renewal who is in the process of resolving/improving derogatory credit report items must provide a written update regarding progress toward that resolution/improvement.
FL	<input type="checkbox"/>	See Florida's website for requirements: http://www.flofr.com/PDFs/MLORenewal.pdf	
ID	<input type="checkbox"/>	IDAHO DEPARTMENT OF FINANCE CONSUMER FINANCE BUREAU 800 Park Blvd Ste 200 Boise, Idaho 83712	<p>CONDITIONAL STATUS LICENSES: Conditional license agreement requirements are due by September 30, 2013. Filings postmarked or emailed on or after October 1 must be accompanied by a non-refundable late filing fee of \$100. Filings received after the renewal filing deadline of December 15 may not be reviewed prior to license expiration on December 31 and may become subject to a reinstatement fee of \$100.</p> <p>LEGAL NAME: Full Name shown on the MU4 is to be the individual's full legal name to include first, middle, and last names (refer to the NMLS Policy Guidebook) as found on their birth certificate, Social Security card, marriage license, US or Foreign Passport. If the MU4 does not currently reflect the MLO's full legal name, an amendment filing and documents to confirm the correct name must be filed prior to attesting and filing a renewal request for 2014. Copies of documents may be emailed to MLO@finance.idaho.gov. Drivers licenses are not acceptable for this purpose.</p> <p>FINANCIAL RESPONSIBILITY REQUIREMENTS: MLOs must meet the requirements of Idaho's Financial Policy Agreement 2011-01. Individuals should become familiar with the policy prior to submitting for renewal and submit any documents needed to satisfy derogatory items showing on their credit reports that have not been previously addressed (except medical accounts). Submissions must be made no later than December 15 in order to be reviewed prior to license expiration on December 31. Submissions made after December 15 may be subject to a reinstatement fee. Questions and documents may be directed to MLO@finance.idaho.gov.</p>

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MI	<input type="checkbox"/>	DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES ATTN: CONSUMER FINANCE SECTION 110 W. Michigan Avenue, Suite 400 Lansing, MI 48933 877-999-6442 mcghees@michigan.gov	ORIGINAL BOND OR CONTINUATION CERTIFICATE extending expiration date to December 31, 2014, or subsequent year.
NC	<input type="checkbox"/>	NORTH CAROLINA COMMISSIONER OF BANKS OFFICE 316 W. Edenton Street Raleigh, NC 27603	FINANCIAL RESPONSIBILITY - MLOs must submit supporting documentation for all outstanding past due items, collections or any bankruptcy, judgments, liens reported on the Credit Report processed for the 2013 renewal. Also, if financial disclosure changes from No to Yes, provide documentation. Documentation must be received by the Department no later than December 31, 2013.
NJ	<input type="checkbox"/>	NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE 20 West State Street, 8th Floor Trenton, NJ 08608	<ul style="list-style-type: none"> All Mortgage Loan Originators and Qualified Individuals who completed their FBI fingerprinting in 2010 will be required to complete a new electronic scan of fingerprints and request a new FBI Criminal Background Check through the NMLS process in order to be eligible to renew their licenses. All Qualified Individuals and MLOs who are in an Approved-Conditional or Approved-Deficient status must authorize a new credit report. (Updated 11/15/2013)

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
NY	<input type="checkbox"/>	NEW YORK DEPARTMENT OF FINANCIAL SERVICES Attn: License Renewal Agent-Mortgage Banking One State Street New York, NY 10004	<p>Originating Entity Certification Form - This form must be completed by your sponsoring company if you are covered by an Originating entity Surety Bond.</p> <p>Individual Certification Form - This form must be completed by you if you are covered by an individual surety bond</p> <p>Financial Responsibility - MLOs must submit supporting documentation for all outstanding past due items, collections or any bankruptcy, judgments, liens reported on the Credit Report processed for the 2014 renewal. Also, if financial disclosure changes from No to Yes, provide documentation. Documentation must be received by the Department no later than December 31, 2013. Failure to provide supporting information for derogatory accounts or negative criminal history will result in termination of the license for failure to comply with renewal requirements. Documentation will not be accepted after December 31, 2013. (Updated 12/03/2013)</p>
UT-DRE	<input type="checkbox"/>	UTAH DIVISION OF REAL ESTATE PO Box 146711 Salt Lake City Utah 84114-6711 realestate@utah.gov 801-530-6747	<p>SOCIAL SECURITY VERIFICATION FORM. This form is available on our website: www.realestate.utah.gov and must be completed and signed.</p> <p>Note: If an individual has an Alien number or an I-94 number they will need to fill out the Social Security Verification form. If you do not have an Alien number or I-94 nothing else is needed.</p>
VI	<input type="checkbox"/>	OFFICE OF THE LIEUTENANT GOVERNOR DIVISION OF BANKING AND INSURANCE 5049 Kongens Gade St. Thomas VI 00802	<ul style="list-style-type: none"> • BOND CONTINUATION CERTIFICATE evidencing that it is still in full force and effect • TAX CLEARANCE LETTER for VI Bureau of Internal Revenue • LETTER OF CERTIFICATION from ones home state indicating that they are current in that state • ANNUAL MORTGAGE REPORT submission by individual (This will determine the bond amount) Click to Download Form.

THE REGISTRANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE RENEWING. THE REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.