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Policy

The Individual (MU2) Form collects biographical, employment, and disclosure information for certain individuals listed on the Company or Branch Forms.

Individuals required to submit the Individual (MU2) Form must attest before the corresponding Branch (MU3) Form can be filed.

An applicant or licensee must refer to [state licensing requirements](#) in the state or states where they are applying for licensure. Some states require biographical information about individuals that do not fit the Control Person definition. These states may request an Individual (MU2) Form with other filings. Applicants must also update the roster of control persons on the Company Form as needed.

The screenshot displays the NMLS MU2 Forms interface. At the top, there's a navigation bar with links like 'HOME', 'FILING', 'MLO TESTING & EDUCATION', 'STATES', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', and 'REPORTS'. The main content area is titled 'MU2 Forms' and shows details for 'The Mortgage Corporation, Sunny, FL Branch (45043)'. It indicates a MU3 filing created on 6/23/2014 by JohnP4. Below this, it states that branch managers must attest to the individual MU2 filing. A section titled 'AVAILABLE ACTIONS' lists three functions: completing/amending the form, sending it for attestation, and recalling it for changes. A table lists the individuals, with 'Alvarado, John' shown as 'Attested'. Navigation buttons for 'Previous' and 'Next' are at the bottom.

Figure 1: MU2 Forms

State agencies may require an authorization for a credit report to be submitted upon filing the Individual (MU2) Form. Refer to the [state licensing checklists](#) to determine state-specific requirements.

MU2 Statuses

Request Attestation indicates that you must send the MU2 to the individual for their attestation.

Attestation Required indicated that the individual's attestation has been request and must be completed by the individual.

Submission Required indicates that the individual's attestation on the MU2 form has been completed.

Definitions and Charts

N/A



How to Update an Individual (MU2) Form

1. From the MU2 Form screen, click the **Edit**  icon (see *Figure 2*).

| Name | Status |
|----------------|---------------------|
| Alvarado, John | Request Attestation |

Figure 2: MU2 Forms

NOTE: If the individual will be completing the entire MU2 form, click the **Request Attestation** icon to send the form to the individual to complete.

2. Complete necessary updates using the left navigation panel to navigate to each desired section.
3. After each update is completed, click the **Save** button.
4. Click the **Attest & Submit** link on left navigation panel.
5. Click the **Request Attestation** button (see *Figure 3*).

Request Attestation

Figure 3: Attest and Submit

Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Branch \(MU3\) Form Filing](#)
- [Individual Account Creation](#)
- [Individual \(MU2\) Form Attestation](#)
- [Individual \(MU2\) Credit Report](#)
- [Information Viewable in NMLS Consumer Access](#)