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Policy

Individuals choosing to Attest and Pay for license renewal process payment directly through NMLS.

If a Criminal Background Check (CBC) or a Credit Report (CR) is required for the renewal request of a license, an individual may see the corresponding fee(s) assessed.

Some regulators may collect renewal fees, assessment fees, late fees, and/or penalties outside NMLS. To determine if additional payment is required, check the [Renewal Checklist](#) on the NMLS Resource Center.

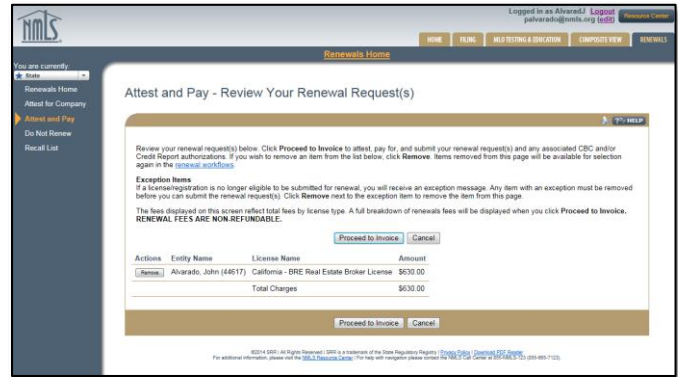


Figure 1: Attest and Pay – Renewals Invoice

Definitions and Charts

Not Applicable

How to Pay for Renewal Request

1. Click the **Proceed to Invoice** button (see *Figure 2*).

Attest and Pay - Review Your Renewal Request(s)

Review your renewal request(s) below. Click **Proceed to Invoice** to attest, pay for, and submit your renewal request(s) and any associated CBC and/or Credit Report authorizations. If you wish to remove an item from the list below, click **Remove**. Items removed from this page will be available for selection again in the [renewal workflows](#).

Exception Items
If a license/registration is no longer eligible to be submitted for renewal, you will receive an exception message. Any item with an exception must be removed before you can submit the renewal request(s). Click **Remove** next to the exception item to remove the item from this page.

The fees displayed on this screen reflect total fees by license type. A full breakdown of renewals fees will be displayed when you click **Proceed to Invoice**. **RENEWAL FEES ARE NON-REFUNDABLE.**

Actions	Entity Name	License Name	Amount
<input type="button" value="Remove"/>	Alvarado, John (44617)	California - BRE Real Estate Broker License	\$630.00
Total Charges			\$630.00

1

Figure 2: Attest and Pay – Proceed to Invoice

1. Select the **checkbox** to verify you are the named person.
2. Click the **Attest and Pay Invoice** button (see *Figure 3*).

Attest and Pay - Renewals Invoice

Invoice Amount: \$630.00
Invoice Date: 12/22/2014

A breakdown of the renewal fees associated with the items on this invoice are provided below. Complete the attestation for all renewal requests by reviewing the attestation language and checking the box next to the verification language below. Click **Attest and Pay Invoice** to proceed with your submission.

Entity Name	License Name	Fee	Amount
Alvarado, John (44617)	California - BRE Real Estate Broker License	License/Registration Reinstatement Fee	\$300.00
Alvarado, John (44617)	California - BRE Real Estate Broker License	License/Registration Renewal Fee	\$300.00
Alvarado, John (44617)	California - BRE Real Estate Broker License	NMLS Annual Processing Fee	\$30.00
Total Charges			\$630.00

Note: This invoice must be paid through NMLS and NMLS will process your payment. If paying by credit card, a 2.5% service fee will be charged in addition to the invoiced amount. To pay this invoice, click **Pay Invoice** below.

Execution: I, **John Alvarado**, swear (or affirm) on **12/22/2014** that to the best of my knowledge and belief the information contained in my online record, including jurisdiction specific requirements where I am licensed or registered, is true, accurate and complete in accordance with the appropriate jurisdiction's law. Additionally, I acknowledge that I have a duty and agree to expediently update and correct the information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear (or affirm) to the following:

1. In all jurisdictions that apply, I affirm/attest that I have completed the continuing education requirements mandated by the jurisdiction(s) in which I am licensed and/or registered.
2. In all jurisdictions that apply, I affirm/attest that I meet the financial responsibility requirements and/or net worth requirements as required by each jurisdiction which I am licensed and/or registered.
3. I affirm/attest that I am abiding by all terms and conditions of any order or disciplinary agreement in effect in any jurisdiction.
4. I acknowledge that I understand and will comply with the laws and regulations pertaining to the conduct of the business for which the Licensee/Registrant is requesting the renewal of such license or registration.
5. I affirm/attest that I have updated the documents on file with the jurisdiction(s) to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Question which has occurred since submission of my license/registration application or renewal application to the applicable jurisdiction(s). Any documents explaining affirmative answers to any Disclosure Questions previously submitted to each jurisdiction(s) remain true and accurate.
6. I certify that I grant permission to each jurisdiction in which I am licensed or registered to verify information with any state, federal, or local government agency, or current or former employers.

2 **Verify that I am the named person above and agree to the language as stated.**

3

Figure 3: Attest and Pay – Renewals Invoice

3. Continue with the payment screens.

How to Remove an Item from the Cart

1. Click the **Remove** button (see *Figure 4*).

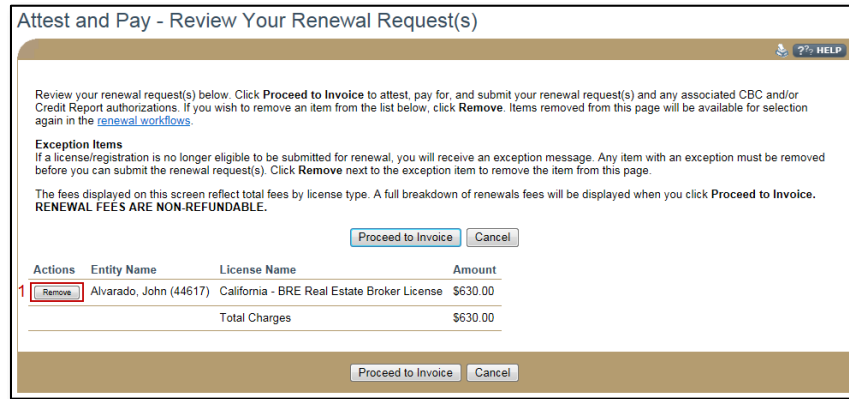


Figure 4: Attest and Pay – Renewals Cart

2. Click the **OK** button (see *Figure 5*).

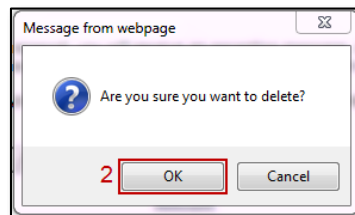


Figure 5: Confirm License Removal

3. Click the **renewal workflows** link to return to the *Renewals Home* page (see *Figure 6*).

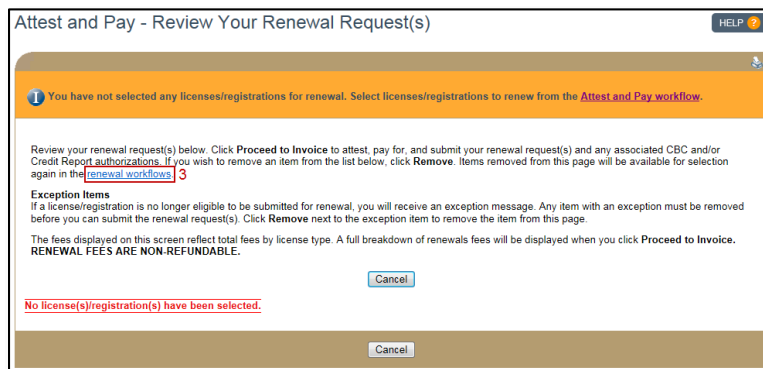


Figure 6: Attest and Pay – Renewals Cart

Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Individual Renewal](#)
- [Renewal Handbook for Individuals](#)