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Policy

State agencies may require an individual licensee to complete an updated Criminal Background Check (CBC) and credit report as a part of a renewal request. This page allows an individual to complete the CBC and/or credit report authorization as a part of the renewal attestation workflow.

This page only appears if one or more of the licenses selected have a CBC or credit report requirement. Only one checkbox will appear if one or more of the licenses selected requires only the CBC or credit report.

During the renewal period, the System relies on CBC settings provided by regulators. If a state requires a new CBC during renewal and a CBC has been authorized within the last 90 days, regulators have the option to either accept the 90 day look-back or require a new CBC authorization.

Additionally, if a state requires a new credit report during renewal and a credit report has been authorized within the last 30 days, regulators have the option to either accept the 30 day look-back or require a new credit report authorization.

Details about state-specific CBC and credit report requirements, including look-back period information can be found on the [Streamlined Annual Renewals page](#) of the NMLS Resource Center.

Definitions and Charts

Not Applicable



Figure 1: CBC and/or Credit Report Authorization Page

## How to Authorize a CBC and Credit Report

1. Select the checkboxes to authorize a criminal background check and/or credit report (see *Figure 2*).
2. Click the **Next** button (see *Figure 2*).

**CBC and/or Credit Report Authorization**

Authorize CBC and/or Credit Report

One or more of the licenses/registrations you selected to renew requires that you provide a criminal background check and/or credit report authorization to the regulator. Authorization will be automatically processed once you complete the renewal request. Any applicable payments will be required at the time of submission. *If you have already satisfied the requirements for a CBC authorization (within the last 90 days) and/or a Credit Report authorization (within the last 30 days), OR you have done so during this current renewal year, the System will NOT generate a new request and payment will not be required.*

I authorize a criminal background check during the submission of my renewal request if I am required to complete a background check for renewal of the license(s)/registration(s) selected.

I authorize a credit report to be generated on my behalf during the submission of my renewal request if I am required to complete a credit report for the renewal of the license(s)/registration(s) selected. I agree to the [TransUnion Terms of Service](#).

Previous **Next** Cancel

Figure 2: Screenshot of CBC and/or Credit Report Authorization Page

## Additional Resources

- [Streamlined Annual Renewal Page on NMLS Resource Center](#)
- [Renewal Handbook for Individuals](#)
- [How to Attest \(Company Paying Renewal Fees\) Quick Guide](#)
- [How to Attest \(Individual paying Renewal Fees\) Quick Guide](#)