

## Attest and Submit

### Overview/Policy

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An individual must attest to the Individual (MU4) Form before the Form can be submitted. An attested Form can be submitted by an individual or their employing company. Individuals must confirm that all information is complete and accurate before attesting.

The Attestation must include the name of a natural person after the "I". The applicant or licensee's name should appear after the "of".

When clicking the "Attest" or "Submit Filing" button, applicants and licensees are making a legal attestation to all states in which they are applying for or maintaining a license through NMLS.

### Definitions and Charts

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Not applicable

### How To

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#### *Attest to an Individual (MU4) Form (Company has created or updated the Individual (MU4) Form on behalf of the individual and will submit the Form)*

1. Select the **Filing** tab.
2. Click **Individual** on the top sub-menu.
3. In the To ATTEST section of the Individual Filing(s) page, click the **Review and Attest** button.
4. **Review** all sections of the Form on the left navigation panel and amend any information that is not accurate.
5. Click **Attest and Submit** on the left navigation panel.
6. Correct any errors or incomplete sections of the Individual (MU4) Form (if necessary).
7. Return to the **Attest and Submit** section.
8. Select the checkbox to verify the attestation and click the **Attest** button.

Individual Filing(s)

TO ATTEST

Click **Review and Attest** to review the filing(s) created by your employer and attest to the information.

Available Actions	Form Type	Entity Created By	Creation Date	Status
<a href="#">Review and Attest</a>	MU4	Schmidt Mortgage Co. (8054)	3/21/2013 10:34:59 AM	Attestation Requested

TO CREATE, UPDATE, OR SUBMIT AN INDIVIDUAL FILING

Click **Request New/Update** to:

- Submit a license application/transition request
- Update your existing record
- Surrender/withdraw a license

If a filing has not yet been submitted, you can edit and submit the filing below.

[Request New/Update](#)

NOTE: Each time you submit, or a company submits on your behalf, the filing will be stored as your record for subsequent submissions. Please consult your company before creating and submitting a filing in NMLS. **The party that creates and submits a filing is the party that pays any fees associated with the filing.**

### **Attest and Submit to an Individual (MU4) Form**

1. Select the **Filing** tab.
2. Click **Individual** on the top sub-menu.
3. In the To CREATE, UPDATE, OR SUBMIT AN INDIVIDUAL FILING section of the Individual Filing(s) page, click the **Edit** button.
4. **Review** all sections of the Form on the left navigation panel and amend any information that is not accurate.
5. Click **Attest and Submit** on the left navigation panel.
6. Correct any errors or incomplete sections of the Individual (MU4) Form (if necessary).
7. Return to the **Attest and Submit** section.
8. Select the checkbox to verify the attestation.
9. Select **Submit Filing** button and remit any payment required.

Individual Filing(s)

**TO ATTEST**  
Click **Review and Attest** to review the filing(s) created by your employer and attest to the information.

**An attestation request has not been submitted by your company.**

**TO CREATE, UPDATE, OR SUBMIT AN INDIVIDUAL FILING**  
Click **Request New/Update** to:  
- Submit a license application/transition request  
- Update your existing record  
- Surrender/withdraw a license

If a filing has not yet been submitted, you can edit and submit the filing below.

Available Actions	Creation Date	Status
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	11/19/2013 2:13:37 PM	Unsubmitted

NOTE: Each time you submit, or a company submits on your behalf, the filing will be stored as your record for subsequent submissions. Please consult your company before creating and submitting a filing in NMLS. The party that creates and submits a filing is the party that pays any fees associated with the filing.

### Correct Completeness Check Errors

1. Click on the blue link under Section.
2. Read the message in the yellow box and correct the **Completeness Check** error.
3. Click **Save**.
4. Proceed to the **Attest and Submit** section again to attempt to submit the filing.
5. Repeat **steps 1 through 4** until all errors have been resolved.

**Attest and Submit**

**Please be aware that certain information from this filing and related to it is considered public, click here.**

**You have one or more licenses that require a criminal background check section and request a criminal background check. You will not at a later date.**

Clear all outstanding items below before you can proceed. Click on the hyperlinks completing all outstanding items, you can attest to and submit your filing.

Section	Action Required
<a href="#">1. Identifying Information</a>	Business phone is required.
<a href="#">1. Residential History</a>	The to date is only required if this is not your current residence.

**Residential History**

The following completeness check issues exist on this page:  
The to date is only required if this is not your current residence. **2.**

Enter your residential address in the fields below. You can enter a mailing address on the Identifying Information screen. If your mailing address updates.

From: 10/1962 (MM/YYYY)

To: 03/2013 (MM/YYYY) Do not enter a To date if this is your current address.

Check here if this is your current address.

Address: 601 Main Street

City: Philadelphia

State: Pennsylvania

Country / Province: United States

Postal Code: 12345

**3.**

### Helpful Hints

1. Each individual must have an account with their own user name and password to be able to attest to their filing in NMLS.
2. A company must have access to an individual's record before they can assist with a filing.
3. A company must establish an active relationship with an individual prior to submitting an Individual (MU4) Form on behalf of the individual.
4. A company can complete as many or as few fields on the Individual (MU4) Form as they wish before sending to the individual to complete and attest.

## Additional Resources

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- [State Specific Requirements.](#)
  - Quick Guide:
    - [Creating a Company Relationship and Sponsorship](#)
    - [MU4 Filing Instructions](#)
    - [Providing Company Access](#)
    - [How to Amend an MU4](#)
    - [Instructions For Attestation Quick Guide](#)

**[See Individual Help Table of Contents](#)**