

License/Registration Information

Overview/Policy

The License/Registration Information displays a list of licenses held, licenses that have been applied for, and licenses that you may be applying for as a part of a filing. In this section Individuals can request a new license, review existing requests that are pending submission, withdraw/cancel a previously submitted request, or request to surrender an existing license/registration. While these actions must be indicated from within this page, to complete the process you must submit the form by going down to the attest and submit section.

New applicants and existing licensees should familiarize themselves with their state-specific checklist available on the NMLS Resource Center for specific instructions before completing the Individual (MU4) Form in NMLS.

Definitions and Charts

[License Status Definitions Chart](#)

How To

Select a license authority to Apply or Transition a License:

1. From the *License/Registration Information* screen, click **Add**.
2. Select the **checkbox** next to each state agency in which you intend to apply.
3. Click **Next**.
4. Select the **checkbox** next to the appropriate license type.
5. Click **Next**.
6. **Enter** the existing license/registration number if you are an existing licensee transitioning. If you are a new applicant, leave the license number field blank.
7. Click **Next**.
8. Click **Finish**.
9. Complete rest of sections on left navigation panel.
10. Navigate to the **Attest and Submit** screen, complete the attestation process and submit the request.

To select a license to Surrender or Withdraw:

1. If the individual wants to surrender an approved license/registration or withdraw a pending license/registration, click **Surrender or Withdraw** for the corresponding state license.
2. Navigate to the **Attest and Submit** screen, complete the attestation process and submit the request.

To a Cancel Transition request:

1. If the individual wants to cancel a transition request, click **Cancel Transition** for the corresponding state license.

2. Navigate to the **Attest and Submit** screen, complete the attestation process and submit the request.

To Cancel Action or change a request prior to submission:

1. If the individual wants to cancel a request for a license/registration, click **Cancel Action** for the corresponding state license.
2. Click **OK** on the pop-up window.

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Jason Smith (978597) MU4 filing created 11/30/2012 by IdonisP. ? ? ? ? HELP

Total Charges: \$180.00

To begin, follow the instructions below and refer to the [State-Specific Checklist](#) for licensing requirements.

- Click [Add](#) to request a new license/registration or transition an existing license.
- To Amend, Review, or Edit your record select the appropriate section of the application on the navigation panel.
- Select [Attest and Submit](#) on the left panel to attest and/or submit the filing.

Unsubmitted License/Registration Requests

The list below reflects license, transition, surrender and/or withdrawal requests that will be submitted with this filing. Click **Cancel Action** to remove the request from the filing.

Regulator	License	Current Status	License Number	Pending Action	Available Action
Virginia	Mortgage Loan Originator License			License Requested	Cancel Action

Submitted License/Registration Requests

Below is a list of license(s)/registration(s) that have been submitted to your regulator along with the status. Select the appropriate button to **surrender, withdraw, or cancel** a license/registration.

Regulator	License	Status	License Number	Available Action
Maryland	Mortgage Originator License	Approved	MD-I-01020	Surrender
North Carolina	Exclusive Mortgage Broker License	Pending - Incomplete		Withdraw
Iowa	Mortgage Loan Originator License	Transition Requested	5983271534	Cancel Transition
Maryland	Affiliated Insurance Producers-Mortgage Loan Originator License	Transition Requested	MD-I-01020	Cancel Transition

[Add](#)

Helpful Hints

1. After selecting licenses to apply or transition (Steps 1 through 10 above) check the Total Charges in the upper right hand corner of the screen to verify the fees you are being charged. If the amount does not appear accurate based on the checklist for the applicable license, you may not have completed the information accurately. Call the state regulator or NMLS Call Center for assistance if necessary to correct before you submit. Fees paid through NMLS are non-refundable and non-transferable.
2. Individuals can click any of the links on the left navigation panel to navigate to another section of the Individual (MU4) Form.
3. A complete list of all licenses/registrations and their status can be viewed through the Composite View tab.
4. Updates made to the License Registration Information page will not be considered complete until the individual navigates to the **Attest and Submit** screen to file the request with the regulator.

5. An individual has the option to request the withdrawal of an application prior to an approval by a regulator. An individual can surrender a license/registration that is currently approved.

Additional Resources:

- [State Specific Requirements.](#)
- [Information Viewable on NMLS Consumer Access.](#)
- Quick Guide:
 - [MU4 Filing Instructions](#)
 - [Amendments \(MU4\)](#)

[See Individual Help Table of Contents](#)