

Individual Attest and Submit

Overview/Policy

The individual must attest to the Individual Form (MU2) before the company can submit the Company Form (MU1) or Branch Form (MU3). Individuals must confirm that all information is complete and accurate before attesting.

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" 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

Not applicable

How To

Correct Completeness Check Errors

1. Click on the **section link** with the error.
2. Correct the **Completeness Check** error.
3. Proceed to the **Attest and Submit** section again to attempt to submit the filing.
4. Repeat **steps 1 through 3** until all errors have been resolved.

Attest and Submit

Heidi M Montag (938342) MU4 filing created 8/31/2012 by MontagHM. ? ? HELP

- ! Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, [click here](#).
- ! SAFE Pre-Licensure Education requirements have not been met. For information regarding pre-licensure education requirements, [click here](#).
- ! One or more SAFE required test components have not been successfully completed. For information regarding testing requirements, including the MLO Testing Handbook, [click here](#).

Clear all outstanding items below before you can proceed. Click on the hyperlink to access the section of the filing that needs to be completed or corrected. After completing all outstanding items, you can attest to and submit your filing.

Section	Action Required
Residential History	From date is required.
Residential History	The Street field for the current residence address must contain at least one alpha character.
Residential History	At least 10 years of residential history is required. There cannot be a gap between residential addresses.

Subject	Fee Type	Amount
Total Charges		\$0.00

Request Attestation (company perspective):

1. From the Attest and Submit screen, click **Request Attestation**.
The Individual Form (MU2) must be attested by the individual before it is submitted by the company along with the Company Form (MU1) and/or Branch Form (MU3).

Attest and Submit (individual perspective):

1. Select the **checkbox** next to I verify that I am the named person above and agree to the language as stated.
2. Click **Attest**.

Helpful Hints

1. A company may create a record and complete the fields in the Control Person record and then request attestation from the individual.
2. The Control Person must attest to the Individual Form (MU2) and complete a credit report authorization when applicable.
3. Each Control Person must have their own individual account and log in to be able to attest to their filing in NMLS.
4. Each individual account requires Company Access to be given to the company in which the individual holds a position of control. If Company Access is not granted, the company will not be able to request attestation.

Additional Resources:

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guide:
 - [Attestation](#)
 - [Create an Individual Account](#)
 - [MU2 Credit Report Submission](#)
 - [Company Access](#)

See Company and Branch Help [Table of Contents](#)