



New Application Checklist Jurisdiction-Specific Requirements



INDIANA-SOS LOAN ORIGINATOR REGISTRATION

Instructions

1. Each individual originating mortgages needs to be separately registered and will require a filing of Form MU4 through NMLS. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
2. Total License costs: \$80.00 which includes the NMLS set-up fee. Additional charges for the FBI background check and the Loan Originator assessment are payable outside the NMLS and are noted in the checklist below.
3. All fees are collected through the NMLS except the FBI background check and assessment fees and ARE NOT REFUNDABLE.
4. Complete 24 hours of live education; provide certificate(s) as noted in checklist below.
5. Complete the Loan Originator Assessment and provide the passing certificate verifying the assessment was passed in the last 12 months. [Candidate Guide for Loan Originator Assessment](#).
6. The regulator will review the filing and all required documents and communicate with you through the NMLS. To review your status in the NMLS, click the Composite View Tab and View Individual.
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

*For U.S. Postal Service or Overnight
Delivery:
Indiana Secretary of State
Securities Division
302 W. Washington St.
Room E-111
Indianapolis, IN 46204*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	FBI BACKGROUND REPORT. Include a copy of the receipt from the fingerprinting site once you have been fingerprinted. Please see the following instructions on obtaining the FBI criminal background check for more detail. FBI Criminal Background Report Instructions
<input type="checkbox"/>	<input type="checkbox"/>	EDUCATION CERTIFICATES. Provide Certificates of Completion for all courses completed
<input type="checkbox"/>	<input type="checkbox"/>	ASSESSMENT RESULTS. Provide a copy of the passing results.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any "Yes" answer to any of the Disclosure questions and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at 317-232-6681 or send your questions via e-mail to ejwise@sos.in.gov for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.