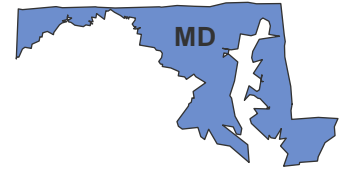




Transitioning Checklist

Jurisdiction-Specific Requirements



MARYLAND MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. **This application is for mortgage loan originators who are currently licensed by the State of Maryland. If you have a Maryland mortgage loan originator license, you will transition to NMLS at renewal and should use this Transitioning Checklist. If you are NOT currently licensed by the State of Maryland, you should use the New Application Checklist.**
2. All current licensees must transition their license information onto the NMLS at the time of renewal by filing Form MU4 through NMLS.
3. Total costs include the initial set up fee and annual NMLS processing fee of \$60.
4. All NMLS processing fees collected through the NMLS ARE NOT REFUNDABLE.
5. The annual Maryland license fee is \$225. If the license is approved for issuance July 1, 2009 to December 31, 2009, the new license will expire on December 31, 2010, more than 12 months later, and the fee will be charged on a pro-rated basis through the [Maryland website](#). At the conclusion of the NMLS process, proceed to the Maryland website to pay the Maryland license fee. See [Maryland Transition Plan](#) for more details.
6. **Criminal Background Check/Fingerprinting.** Pursuant to the SAFE Mortgage Licensing Act, ALL mortgage loan originators will be required to submit their fingerprints to NMLS for purposes of a national criminal history record check from the FBI prior to December 31, 2010. The functionality to do this submission is expected to be available on NMLS in January 2010.
Fingerprints submitted outside the NMLS in advance of January 2010 will not meet the SAFE requirement and fingerprints will have to be submitted to NMLS prior to December 31, 2010.
7. The Commissioner will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
8. Before processing of your application can be completed, jurisdiction-specific requirements as identified on the checklist must be received with this checklist by the State of Maryland within 5 business days of the electronic submission of your application through the NMLS at the address below.

If your application package is incomplete (including, required documentation not submitted in the required format) sixty (60) days after the filing of your MU4 through NMLS, the Commissioner may terminate the processing of your application. To obtain a license, you will need to reapply for a new license and submit the required documentation for review and processing.

For U.S. Postal Service or Overnight Delivery

*Commissioner of Financial Regulation
Attn: Licensing Unit
500 N. Calvert Street, Suite 402
Baltimore, Maryland 21202*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete written details of all events or proceedings for any “Yes” answer to any of the Disclosure questions. Include copies of supporting documentation, such as administrative orders, civil and/or criminal judgments or pending charges or convictions.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>CRIMINAL BACKGROUND CHECK – GENERAL. Fingerprinting is required for use by the Federal Bureau of Investigation (FBI) and the Criminal Justice Information System (CJIS) Central Repository of the Maryland Department of Public Safety and Correctional Services to conduct criminal history checks. If any negative criminal history is reported, you will be required to provide a written explanation and any applicable legal documentation to the Commissioner.</p> <p>You need not complete this requirement immediately. You will be able to submit through the NMLS after January 2010 and must complete this requirement by December 31, 2010 so that your status may be updated. Until the background check is completed, your license will be “Approved – Conditional” to reflect the unsatisfied requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>EDUCATION REQUIREMENT. If you initially met the requirements of the Maryland mortgage loan originator license based on experience (you provided a resume), you MUST provide proof (completion certificate or transcript) that you have completed the 20 hours of prelicensing education (must include 5 hours of required Maryland specific education).</p> <p>Alternatively, 40 hours of prelicensing education or continuing education completed over the past 5 years may be used to satisfy this requirement (provide a completion certificate or transcript).</p> <p>You need not complete this requirement immediately. This requirement must be completed by December 31, 2010. You will receive an “Approved – Conditional” license until this requirement is satisfied.</p>
NA	NA	<p>TESTING REQUIREMENTS. Licensee must complete both the National and the Maryland components of the test. However, you need not complete this requirement immediately. This requirement must be completed by December 31, 2010. You will receive an “Approved – Conditional” license until this requirement is satisfied.</p>
N/A	N/A	<p>CREDIT REPORT. Pursuant to the Federal SAFE Mortgage Licensing Act, a mortgage loan originator who applies for a license authorizes the Commissioner of Financial Regulation to acquire and review his/her credit report.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<p>EMPLOYMENT SPONSORSHIP. If employed by a Maryland Mortgage Lender licensee, proceed to the Maryland website to complete sponsorship.</p> <p>Please be aware that NMLS information is downloaded to Maryland on the next business day. <u>Please allow 1-2 business days after the submission of your NMLS application before proceeding.</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>PAYMENT OF MARYLAND APPLICATION FEE. Proceed to the Maryland website to complete payment of license fee.</p> <p>Please be aware that NMLS information is downloaded to Maryland on the next business day. <u>Please allow 1-2 business days after the submission of your NMLS application before proceeding.</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>LICENSE. <u>If you have changed employers during the employment sponsorship portion of this transition,</u> you must enclose the original license issued by the Commissioner of Financial Regulation. If the license has been lost or destroyed, provide a notarized attestation to that effect.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>LICENSE AMENDMENT OR RETURN TO ACTIVE STATUS AFFIDAVIT OF MORTGAGE LOAN ORIGINATOR ACTIVITY. <u>If you have changed employers during the employment sponsorship portion of this transition,</u> provide an affidavit pertaining to Maryland mortgage loan originator activity conducted for your new employer. Use the affidavit form found here. Click to download form</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>EMPLOYER ACKNOWLEDGEMENT STATEMENT. <u>If you have changed employers during the employment sponsorship portion of this transition,</u> provide an employer acknowledgement statement signed by an owner or officer of the new employing entity. Use the affidavit form found below. Click to download form</p>

WHO TO CONTACT – Contact NMLS at 240-386-4444 for questions pertaining to the NMLS. Contact the Commissioner of Financial Regulation licensing staff by phone at 410-230-6155 or 888-784-0136 for further assistance regarding Maryland specific requirements.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE 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.