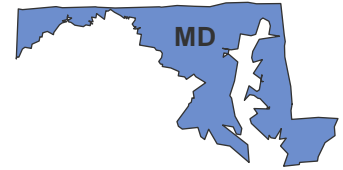




New Application Jurisdiction-Specific Requirements



MARYLAND MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. **This application is for loan originators who are NOT currently licensed by the State of Maryland. If you currently have a Maryland mortgage loan originator license, you will transition to NMLS at renewal and should use the Transitioning Checklist.**
2. **If you were previously exempt from licensing, you have the option of electing an Interim license status which will enable you to perform restricted activities until certain requirements are satisfied as detailed below. All requirements must be satisfied by July 31, 2010. (See transition plan for more details).**
3. **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.

Applicants for a new license must immediately complete the criminal history background check, but prior to January 2010, must complete this requirement outside the NMLS. 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.

4. **New License Fees** which include the NMLS initial set up fee and annual processing fee is \$610. The fees are as follows depending on issuance date:
 - **Extended-Term Fees:** If the license is approved for issuance July 1, 2009 to December 31, 2009, the new license will expire more than 12 months later. As a result, the fees will include (i) the initial Maryland license fee, Maryland investigation fee and one Maryland renewal license fee (\$550), and (ii) the initial NMLS processing fee and one NMLS renewal processing fee (\$60) for a combined total of \$610.

Note: Generally the processing of an application takes 30-60 days. If your application is not approved until January 2010, the Commissioner will refund one license fee. The NMLS processing fee is nonrefundable.

- **Annual Term Fees:** If the license is approved for issuance on or after January 1, 2010, the new license will expire December 31 of the year approved. As a result, the initial license fee, investigation fee, and one NMLS processing fee will be combined for a total of \$355.

5. All NMLS processing fees and Maryland investigation fees collected through the NMLS ARE NOT REFUNDABLE.
6. 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.
7. 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>Fingerprinting is not yet operational through the NMLS. Therefore, if you have not already done so, as soon as possible, please visit an electronic fingerprinting location for processing. See the Maryland website for electronic fingerprinting locations in Maryland. Electronic fingerprinting usually results in a much quicker response time.</p> <p>IMPORTANT: You must provide this Agency’s authorization number (9700081215) <u>and</u> ORI # (MD920370Z) or the Commissioner’s office will NOT receive the results of your criminal background check.</p> <p>Alternatively, and if you are outside the State of Maryland, forward completed fingerprint cards and the required fees to CJIS, P.O. Box 32708, Pikesville, Maryland 21282-2708.</p> <p>IMPORTANT: You must use the fingerprint cards received from the Commissioner’s office or we will NOT receive the results of your criminal background check.</p> <p>CRIMINAL BACKGROUND CHECK – PREVIOUSLY EXEMPT. If you were previously exempt from licensing and are seeking an Interim license, you must complete this requirement by July 31, 2010. You will be able to submit fingerprints to the FBI through the NMLS after January 2010. However,</p>

		<p>fingerprints must be submitted to Maryland CJIS either via the electronic fingerprinting locations in the state of Maryland or alternatively, and if you are outside the State of Maryland, forward completed State fingerprint card and the required fees to CJIS, P.O. Box 32708, Pikesville, Maryland 21282-2708. Until the background check is completed, your license will be “Approved – Deficient” to reflect the Interim status.</p> <p>Note to ALL applicants: If you have submitted fingerprints to the FBI outside of the NMLS in advance of January 2010, you must submit fingerprints to the NMLS for purposes of a national criminal history record check from the FBI prior to December 31, 2010.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>EDUCATION REQUIREMENTS - GENERAL. Submit proof (completion certificate or transcript) that applicant has completed 20 hours of prelicensing education (must include 5 hours of required Maryland specific education). 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>EDUCATION REQUIREMENTS – PREVIOUSLY EXEMPT. If you were previously exempt from licensing and are seeking an Interim license, you need not complete this requirement immediately. You must submit proof (completion certificate or transcript) that you have completed 20 hours of prelicensing education (must include 5 hours of required Maryland specific education). 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). Education must be completed by July 31, 2010 so that your Interim status may be removed. Until the education requirements are completed, your license will be “Approved – Deficient” to reflect the Interim status.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>TESTING REQUIREMENTS – GENERAL. Prior to January 1, 2010, you may receive an “Approved – Conditional” license and will be required to complete testing on or before January 1, 2010.</p> <p>Effective January 1, 2010, you must complete both the National and the Maryland components of the test prior to licensure.</p> <p>TESTING REQUIREMENTS – PREVIOUSLY EXEMPT. If you were previously exempt from licensing and are seeking an Interim license, you need not complete this requirement immediately. You will be required to complete testing by July 31, 2010 so that your Interim status may be removed. Until the testing is completed, your license will be “Approved – Deficient” to reflect the Interim status.</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>AFFIDAVIT - GENERAL. Provide an affidavit pertaining to Maryland Mortgage Originator Activity. Use the affidavit form found here.</p>

		<p>Click to download form</p> <p>AFFIDAVIT – PREVIOUSLY EXEMPT. Provide an affidavit pertaining to Maryland Mortgage Originator Activity AND identify the prior exemption pursuant to which you are applying for Interim license status. Use the affidavit form found here. Click to download form</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>EMPLOYER ACKNOWLEDGEMENT STATEMENT. Provide an employer acknowledgement statement signed by an owner or officer of the employing entity. Use the affidavit form found here. The affidavit will include your employer’s Maryland mortgage lender license number. If your employer is exempt from licensing it will so certify on the affidavit form.</p> <p>Click to download form</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><u>Please be aware that NMLS information is downloaded to Maryland on the next business day. Please allow 1-2 business days after the submission of your NMLS application before proceeding.</u></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.