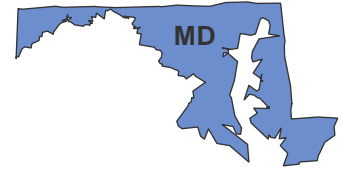




New Application Jurisdiction-Specific Requirements



MARYLAND AFFILIATED INSURANCE PRODUCER-MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. **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.

2. New License Fees including the NMLS initial set up and annual processing fee total \$1560.
 - **Extended-Term Fees:** If the license is approved for issuance July 1, 2009 to December 31, 2009, the new license will expire December 31, 2010 (more than 12 months later). As a result, the initial license fee, investigation fee, one renewal fee and two NMLS processing fees (one initial and one annual) will be combined for a total of \$1560.

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.
 - **Total License Costs if Approval on/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 fees will be combined for a total of \$830.

3. All NMLS processing fees and Maryland investigation fees collected through the NMLS ARE NOT REFUNDABLE.
4. The regulator 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.
5. 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 Agency 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

Maryland 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"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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. 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. 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. 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. 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. Contact the Commissioner's office to request fingerprint cards. Fingerprinting AFTER January 2010. You will be able to submit fingerprints to the FBI through the NMLS after January 2010. However, 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. 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.

<input type="checkbox"/>	<input type="checkbox"/>	<p>EDUCATION REQUIREMENTS. 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, 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>								
<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>								
<input type="checkbox"/>	<input type="checkbox"/>	<p>VOLUME OF MORTGAGE BUSINESS. Provide a sworn statement of the volume of mortgage business (including lending, brokering and servicing) conducted by the applicant in the previous twelve (12) months. If the applicant has not conducted a mortgage lending business at any time during the 36 months preceding the application, please also state in the sworn statement.</p>								
<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND. (Please check the appropriate box below)</p> <p><input type="checkbox"/> The applicant is covered under a blanket surety bond, in the amount of \$1M, held by the financial institution or mortgage lender licensee; OR</p> <p><input type="checkbox"/> The applicant has attached a surety bond that is based on the aggregate volume of mortgage lending business conducted in the previous twelve (12) months. See the required coverage amounts below:</p> <table border="1" data-bbox="467 1024 1495 1163"> <thead> <tr> <th>Volume</th> <th>Min Bond Amount</th> </tr> </thead> <tbody> <tr> <td>Under \$3,000,000.00</td> <td>\$50,000.00</td> </tr> <tr> <td>\$3,000,000.00 - \$10,000,000.00</td> <td>\$100,000.00</td> </tr> <tr> <td>Over \$10,000,000</td> <td>\$150,000.00</td> </tr> </tbody> </table> <p>Click to download surety bond form.</p>	Volume	Min Bond Amount	Under \$3,000,000.00	\$50,000.00	\$3,000,000.00 - \$10,000,000.00	\$100,000.00	Over \$10,000,000	\$150,000.00
Volume	Min Bond Amount									
Under \$3,000,000.00	\$50,000.00									
\$3,000,000.00 - \$10,000,000.00	\$100,000.00									
Over \$10,000,000	\$150,000.00									
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. Provide an affidavit pertaining to Maryland Mortgage Originator Activity. Use the Click to download form</p>								
<input type="checkbox"/>	<input type="checkbox"/>	<p>CERTIFICATE OF GOOD STANDING. Provide copy of certification from the Maryland Insurance Administration that applicant is an insurance producer in good standing under § 10-103 of the Insurance Article.</p>								
<input type="checkbox"/>	<input type="checkbox"/>	<p>SPONSORSHIP CERTIFICATE. Provide a sponsorship certificate signed by an authorized officer of the employing entity. Use the sponsorship certificate form found below. 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>EMPLOYER ACKNOWLEDGEMENT STATEMENT. Provide an employer acknowledgement statement signed by an owner or officer of the employing entity.</p>								

		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. Click to download form
<input type="checkbox"/>	<input type="checkbox"/>	<p>EMPLOYMENT SPONSORSHIP. If you are 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.