

Mortgage Companies need to register on the Nationwide Mortgage Licensing System (NMLS)

(A Mortgage Company NMLS registration number is a requirement. A NMLS registration number will be required to be entered on page 3 of broker's 1003)

NMLS Registration process:

1. Log on to <http://mortgage.nationwidelicingsystem.org/licensees/companies/Pages/default.aspx>
2. Click on : Getting Started: Company

Step 1 - Is my state participating in the NMLS? CA-DRE as well as CA-DOC has joined NMLS

Step 2- Request an Account

To gain access to the Nationwide Mortgage Licensing System (NMLS) for the first time, a company must submit a form requesting an account, [Company Account Request Form](#).

Company Account Request Form

This form should be used by any company seeking access to the Nationwide Mortgage Licensing System and Registry (NMLS) to create a company record in NMLS to apply for or maintain a state license and/or to register mortgage loan originators. **Note:** This form is to request a company account for the first time. For a change in a company account or Account Administrator please call the NMLS Call Center at (240) 386-4444.

If your company: (i) has an account administrator user with a username and password to access NMLS; (ii) has been issued an NMLS Unique ID; (iii) has submitted a company (MU1) filing on NMLS; and/or (iv) has an approved license/registration in NMLS, you should answer "yes" to the question below. If this is your company's first interaction with NMLS, please answer "no" to the question below.

If you are unsure if you have a record, you may look up your company on [NMLS Consumer Access](#) or contact the NMLS Entitlement Group at (240) 386-4444.

Does your company currently have a record in the Nationwide Mortgage Licensing System and Registry (NMLS)? Yes No

[Next](#)

Once the form has been submitted it will be reviewed for accuracy. If validated, an account will be set up for the company and User IDs and passwords will be issued to the account administrator(s) identified

Step 3- Getting Prepared

Complete your MU Forms:

Uniform Licensing Forms (MU Forms)	
Form MU1	Uniform Mortgage Lender/Mortgage Broker Form
Form MU2	Uniform Mortgage Biographical Statement & Consent Form
Form MU3	Uniform Mortgage Branch Office Form
Form MU4	Uniform Individual Mortgage License/Registration & Consent Form

(Sample forms are available on NMLS website)

Step 4- What does my state require?

STATE	PRE-LICENSURE EDUCATION	CONTINUING EDUCATION	SAFE MLO TEST	CRIMINAL BACKGROUND CHECK	CREDIT REPORT
<p>CA-DRE</p> <p>For more information contact the California Department of Real Estate at (877) 373-4542</p>	<p>All new applicants on or after 9/01/2010 must have completed 20 hours of NMLS approved pre-licensure education.</p> <p>Existing real estate licensees will not need 20 hours of NMLS approved pre-license education if all other MLO requirements are met by 8/31/2010.</p> <p><i>*A real estate license is needed in order to qualify as a MLO through CA-DRE. Specific state approved courses will continue to be required to obtain a real estate license.</i></p> <p>CERTIFICATION Currently licensed MLOs who have completed at least 20 hours of CA-DRE state approved education on or before 8/31/2010 may be eligible to participate in the PE certification process and may not need to take the NMLS approved pre-licensure education. Refer to your state agency for more information.</p>	<p>All licensees must take 8 hours of NMLS approved continuing education in 2011 in order to renew for 2012.</p>	<p>Existing licensees must pass the National and State Component of the SAFE MLO Test by 9/15/2010 in order to be issued a MLO license endorsement by 1/1/2011.</p>	<p>All applicants must submit fingerprints through NMLS for a criminal background check by 9/15/2010 in order to be issued a MLO license endorsement by 1/1/2011.</p>	<p>All licensees will be required to authorize a credit report through NMLS between October 2010 and March 1, 2011.</p>
<p>CA-DOC</p> <p>For more information contact the California Department of Corporations at (866) ASK-CORP</p>	<p>All new applicants on or after 1/4/2010 must complete 20 hours of NMLS approved pre-licensure education by 6/15/2010 in order to ensure that applications will be processed by July 31.</p>	<p>All licensees must complete 8 hours of NMLS approved continuing education in 2010 in order to renew for 2011.</p>	<p>All new applicants must pass the National and State Component of the SAFE MLO Test by 6/15/2010 in order to ensure that applications will be processed by July 31.</p>	<p>All applicants must submit fingerprints through NMLS for a criminal background check by 6/15/2010 in order to ensure that applications will be processed by July 31.</p>	<p>All licensees will be required to authorize a credit report through NMLS between October 2010 and March 1, 2011.</p>

Step 5- Login & Complete Your Record

Once your company's account administrator(s) receives his or her User ID and password, click on the "Log into NMLS" button.



Complete your record and submit it to your state regulator.

Step 6- Submit & Pay on line (Visa & Master card)

When you are ready to submit a filing, you will need to run the Completeness Check. Once the Completeness Check is finished, you can submit the filing and pay the licensing fees.

For questions relating to the Nationwide Mortgage Licensing System
Please contact the NMLS Call Center at (240) 386-4444