



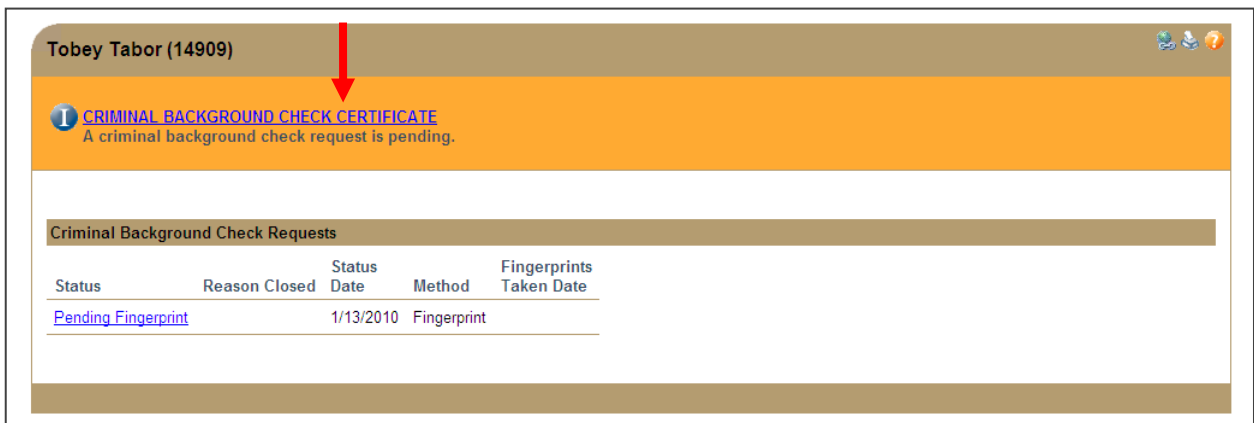


MORTGAGE LOAN ORIGINATOR (MU4) INSTRUCTIONS FOR CHECKING THE STATUS OF AN EXISTING CRIMINAL BACKGROUND CHECK (CBC) REQUEST OR RETRIEVING A COPY OF THE CBC CERTIFICATE

The instructions below will walk you through the process of checking the status of an existing criminal background check request (CBC Request) or retrieving a copy of the Criminal Background Check Certificate.

Check the Status of a CBC Request or Retrieve a Copy of your CBC Certificate:

1. Open the [NMLS Resource Center](#) website.
2. Select  in the upper right corner.
3. Log into NMLS.
4. Select  in the top right corner.
5. Select the **View Individual** sub-menu option.
6. Click **“View Criminal Background Check Requests”** on the left navigation panel.



From this page you can view the status of an existing request or click a link to retrieve a copy of your Criminal Background Check Certificate, if applicable, to obtain your PIN and access the link to the NMLS-approved fingerprint vendor's scheduling site to schedule an appointment to have fingerprints captured.

7. The following status' may be displayed in the Criminal Background Check Requests section:

- Pending Fingerprints – A CBC request has been submitted, but prints have not yet been taken.
- Processing Fingerprints – A CBC request has been submitted, prints have been taken, and the background check is being performed.
- Processing Name Check – A background check is being performed using the “Name Check” method.
- Closed – The background check has been conducted. The reason closed field will reflect received, rejected, or illegible. Received indicated the process is complete, rejected means information may be missing and illegible indicates prints must be retaken.
Note: Results are not provided to individuals, NMLS is only authorized to provide results to your regulator.
- Expired – Fingerprints were not taken within the 180 day allotted time of submitting the request. You are required to authorize through NMLS again and schedule an appointment to be printed.

For further assistance, please contact the NMLS Call Center at 240-386-4444.