



Uniform Individual Renewal Checklist

Instructions

1. In order to ensure processing before January 1st, documentation should be submitted to the agency by the date specified by your regulator. Each agency's renewal deadline can be found in the Renewal Section of the NMLS Resource Center. Review the checklist below to determine whether your regulator requires any documentation outside the system. **If your regulator does not require any documents outside of NMLS, there is no need to submit this checklist.**
2. All requirements as identified on the checklist below must be submitted with this checklist within **5** business days of the electronic renewal submission to the location listed below.

NMLS Unique ID Number: _____

Licensee's Legal Name: _____

The following agencies do not require any additional documentation to be submitted outside NMLS:

| | | |
|----------------|----------------|--------------------|
| Alabama | Massachusetts | Rhode Island |
| Alaska | Minnesota | South Carolina DCA |
| Arkansas | Mississippi | South Carolina BFI |
| California DOC | Missouri | South Dakota |
| Connecticut | Montana | Tennessee |
| Hawaii | Nebraska | Texas OCC |
| Idaho | New Hampshire | Texas SML |
| Illinois | New Jersey | Utah DFI |
| Indiana DFI | New Mexico | Virginia |
| Indiana SOS | North Carolina | Washington |
| Iowa | North Dakota | West Virginia |
| Kansas | Oklahoma | Wisconsin |
| Kentucky | Oregon | Wyoming |
| Louisiana | Pennsylvania | |
| Maryland | Puerto Rico | |

| STATE | CHECK IF APPLICABLE | AGENCY INFORMATION | REQUIRED ITEMS |
|--------|--------------------------|--|--|
| AZ | <input type="checkbox"/> | ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS 2910 N. 44 TH Street #310 Phoenix, AZ 85018 602-771-2800 | <ul style="list-style-type: none"> Submit Renewal Fee Form, which includes LO CE and Inactive Status instructions |
| CA-DRE | | <p><u>Underlying Real Estate License Must be in a "Current Status" to Renew MLO License Endorsement:</u></p> <p>In order to renew an Individual or Company MLO license endorsement the underlying real estate license must be in a "current status". A MLO whose real estate license is in an expired, revoked, or suspended status will not be able to renew their MLO license endorsement.</p> | |
| CO | <input type="checkbox"/> | For Information on CO's additional renewal requirements, please visit the CO Website | |
| DC | <input type="checkbox"/> | DEPARTMENT OF INSURANCE, SECURITIES & BANKING 810 First Street, NE Suite 701 Washington, DC 20002 | <p>In order to renew an MLO license, a licensee should file the following form directly with the Department, no later than October 17th:</p> <ul style="list-style-type: none"> Clean Hands Certificate: Click here <p>The Clean Hands Certification form must be completed by the MLO applicant.</p> <p>The Certification form can be submitted by email as a scanned PDF file to BankingBureau@DC.gov or mailed to our offices.</p> <p>***FAILURE TO SUBMIT THE REQUIRED INFORMATION BY THE OCTOBER 17, 2011 DEADLINE WILL SUBJECT THE LICENSEE TO A LATE FEE OF \$300***</p> <p>All renewal applications must be filed 30 days prior to the expiration date of the current license. Failure to submit the renewal application on or before December 1, 2011 will subject the licensee to a \$300 late fee.</p> |
| DE | <input type="checkbox"/> | STATE OF DELAWARE OFFICE OF THE STATE BANK COMMISSIONER 555 E. Lookerman Street Suite 210 Dover, DE 19901 | <ul style="list-style-type: none"> Any applicant for renewal who was previously required to explain derogatory credit report items (delinquencies, liens, judgments, bankruptcy) must provide a written update regarding those items and progress toward correction, if applicable. |
| FL | <input type="checkbox"/> | See Florida's website for requirements: http://www.flofr.com/Finance/Forms/MLORenewal.pdf | |

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| GA | <input type="checkbox"/> | <p>GA is requiring two documents outside of NMLS this year.</p> <ol style="list-style-type: none"> Any license type whose license is in their individual name must complete a "Verification of Lawful Presence within the United States" as a result of a recent law change in the state of Georgia. Please see the documents and instructions here GA-AffsSVID-Mtg-Ren if you have recently sent in this information, please do not send it again. Loan originators are required to go to the Georgia website https://bkgfin.dbf.state.ga.us/mbcedata.html to enter their Continuing Education information including the required 1 hour of Georgia Law by 10/31/2011. | |
| ME | <input type="checkbox"/> | <p>MAINE BUREAU OF CONSUMER CREDIT PROTECTION State House Station #35 Augusta, ME 04333-0035 207-624-8527 (207) 582-7699 (fax) loanofficereg@maine.gov</p> | <ul style="list-style-type: none"> All loan originators licensed during 2011 must submit an annual report of all mortgage loan transactions conducted. The report can be found at: MLO Annual Report and must be received by the bureau by December 31, 2011. |
| MI (Updated 11/14) | <input type="checkbox"/> | <p>Consumer Finance Section Office of Financial and Insurance Regulation 611 West Ottawa Street, 3rd Floor Lansing, MI 48933 877-999-6442 sedelmaierb@michigan.gov</p> | <ul style="list-style-type: none"> Original bond or continuation certificate extending expiration date to December 31, 2012, or subsequent year |
| NV | <input type="checkbox"/> | <p>Division of Mortgage Lending Licensing Office 1830 College Parkway, Floor 1 Carson City, NV 89706</p> | <ul style="list-style-type: none"> Child Support statement form |
| NY | <input type="checkbox"/> | <p>STATE OF NEW YORK BANKING DEPARTMENT Attention License Renewal Agent One State Street New York, NY 10004</p> | <ul style="list-style-type: none"> Bond continuation certificate evidencing that the bond is still in full force and effect. Bond certification form (available on Department's website) Financial Responsibility - MLOs must submit supporting documentation for all outstanding past due items, collections or any bankruptcy, judgments, liens not previously reported to the Department. If financial disclosure changes from No to Yes, provide documentation outside the system. |
| OH | <input type="checkbox"/> | <p>DIVISION OF FINANCIAL INSTITUTIONS 77 South High Street, 21st floor Columbus, Ohio 43215 webdfi-cf@dfi.com.state.oh.us</p> | <ul style="list-style-type: none"> OMBA surety bond declaration/bond form or the OMLA surety bond declaration/bond form, if not covered under a bond provided by your employer/sponsor. OMBA Form. OMLA Form. |
| UT-DRE | <input type="checkbox"/> | <p>UTAH DIVISION OF REAL ESTATE PO Box 146711 Salt Lake City Utah 84114-6711 realestate@utah.gov 801-530-6747</p> | <ul style="list-style-type: none"> SOCIAL SECURITY VERIFICATION FORM. This form is available on our website: www.realestate.utah.gov and must be completed and signed. |

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|-------|--------------------------|---|--|
| VI | <input type="checkbox"/> | OFFICE OF THE LIEUTENANT GOVERNOR DIVISION OF BANKING AND INSURANCE 5049 Kongens Gade St. Thomas VI 00802 | <ul style="list-style-type: none"> • Bond continuation certificate evidencing that it is still in full force and effect • Tax Clearance Letter for VI Bureau of Internal Revenue • Letter of Certification from ones home state indicating that they are current in that state • Submission of the "Annual Mortgage Report" by individual (This will determine the bond amount) Click here for the form. |
| VT | <input type="checkbox"/> | VERMONT DEPARTMENT OF BANKING, INSURANCE, SECURITIES, AND HEALTH CARE ADMINISTRATION BANKING DIVISION 89 Main Street, 2 nd Floor Montpelier, VT 05620-3101 802-828-3307 FAX: 802-828-1477 | <ul style="list-style-type: none"> • Tax Certification Form certifying that the licensee does not owe any taxes to the state of VT – Click Here for the form. <p>The Certification form can be submitted by email as a scanned PDF file to BISHCA-NMLS1@state.vt.us, faxed to (802) 828-1477, or mailed to the Vermont Banking Division.</p> |

THE REGISTRANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE RENEWING. THE REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.