



Company New Application Checklist Agency Requirements



IDAHO EXEMPT ENTITY REGISTRATION

This document includes instructions for a company (corporation location) new application request. This registration is provided for companies who are not required to be licensed under Idaho law, but employ or contract with individuals that are required to be licensed under Idaho law. If you need to complete a new application for an individual refer to the appropriate new application checklist.

Total Registration costs: \$100 representing the NMLS processing fee. No fees are due or payable to the state of Idaho for company registration. Fees collected through the NMLS ARE NOT REFUNDABLE.

Corporate or main office must be a physical location from which business is conducted. Commercial mail-box drop/service addresses are not acceptable.

Each individual performing mortgage loan processing, mortgage underwriting, or authorized mortgage loan originator functions will require a filing of an Individual Form MU4 through NMLS. After the filing is submitted, the company must submit a sponsorship request to the regulator before the individual license will be approved. A quick guide entitled “Create a Company Sponsorship” at the following link will help walk you through this process: [NMLS Quick Guides](#).

Military Member, Veteran, and Spouse Priority – Sole Proprietor Applicants, MLOs

An individual that is a current military member, veteran, or spouse of a military member or veteran, is entitled to an expedited application review once required verification documentation has been uploaded and notification to the Department of Finance has been received.

To qualify, the military member or veteran must have served on active duty for at least 180 consecutive days and if discharged, the discharge must be an honorable discharge or general discharge under honorable conditions. Refer to the application checklist for required documentation to be uploaded.

Additionally, if you hold a current, valid and unrestricted mortgage broker or mortgage lender license in another state or jurisdiction, with similar qualification requirements and without any disciplinary, criminal or enforcement actions, you may be eligible for a license while completing any additionally-required Idaho application requirements.

Use the checklist below to complete the requirements for the Idaho Department of Finance.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the Document Upload Descriptions and [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Idaho Department of Finance
 Consumer Finance Bureau
 PO Box 83720
 Boise, ID 83720-0031

For Overnight Delivery:

Idaho Department of Finance
 Consumer Finance Bureau
 11341 W. Chinden Blvd. Ste. A300
 Boise, ID 83714

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO EXEMPT ENTITY REGISTRATION
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Business Activities: Check the “Third Party Processing” and/or “Third Party Underwriting” box in the business activities section of the Company Application Form to state that applicant is engaged solely in contract mortgage processing or contract mortgage underwriting activities if this filing is not on behalf of an exempt depository institution.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Other Trade Name: DBA’s should be listed under Other Trade Names on the NMLS Company Form MU1. The Idaho Department of Finance does not limit the number of dba’s. If the applicant will be operating under a name other than its legal name, at any location, such as a “dba” or “fictitious” name, upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State.
<input type="checkbox"/>	N/A	N/A	Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Idaho Secretary of State.
<input type="checkbox"/>	N/A	N/A	Bank Account: Bank account information must be completed with company’s Letter/Line of Credit, Operating, and/or Trust Primary accounts.
<input type="checkbox"/>	N/A	N/A	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS. A separate entry is required for each event and each “yes” response.
<input type="checkbox"/>	N/A	N/A	Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.
<input type="checkbox"/>	N/A	N/A	Certificate of Existence/Good Standing Certificate: Upload a state-issued document (typically by the state’s Secretary of State office) demonstrating that the corporation or limited liability company (LLC) exists and is authorized to do business in the state. Other Trade Name: All DBA’s used by the company at any location must be listed under Other Trade Names on the NMLS Company Form. The

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			Idaho Department of Finance does not limit the number of dba's. If the applicant will be operating under a name other than its legal name, at any location, such as a "dba" or "fictitious" name, upload a file-stamped copy of the Certificate of Filing/ABN from the Idaho Secretary of State under the Trade Name/Assumed Name Registration Certificates document upload category.
<input type="checkbox"/>	N/A	N/A	Formation Document: Upload a certified copy of: <ul style="list-style-type: none"> The Corporate Charter or Articles of Incorporation (if a corporation), or The Articles of Organization and Operating Agreement (if a Limited Liability Company), or The Partnership Agreement (if a partnership of any form).
<input type="checkbox"/>	N/A	N/A	Organizational Chart/Description: Upload a chart showing the ownership hierarchy if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.
<input type="checkbox"/>			<p>Military Member, Veteran, Spouse Status Documentation: Discharged/Retired Veteran Applicant: Upload a copy of the veteran's DD Form 214 (member copy 4) or NGB -22 that confirms duration of active duty service AND type and condition of discharge. Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2/MU4).</p> <p>Active Duty Applicant: Upload a copy of your current and valid military ID card. Upload in NMLS: under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU2/MU4).</p> <p>Spouse of Active Duty Member: Upload a copy of current and valid military dependent ID card and a copy of marriage certificate or other legal union documentation. Upload in NMLS: under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual</p> <p>Spouse of Discharged/Retired Veteran: Upload a copy of the veteran's DD Form 214 (member copy 4) or NGB -22 that confirms duration of active duty service AND type and condition of discharge and a copy of marriage certificate or other legal union documentation. Upload in NMLS: under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual</p> <p>Email a copy of this checklist, with the Veteran Status Box above marked, and the NMLS ID Number and Applicant Legal Name boxes completed below to mlo@finance.idaho.gov in order to notify the Department an application has been filed with veteran priority qualifications. If the required documentation to substantiate veteran or spouse qualifications has NOT been uploaded, the application will be moved to date-order received.</p>
<input type="checkbox"/>	N/A	N/A	MU4/MLO Legal Name/Status Documentation—<i>Mandatory for all MLO Applicants:</i> Upload legal documentation of legal name or legal status. A certified copy of a birth certificate is acceptable if filing for an initial

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			<p>application; A divorce decree, marriage certificate, proof of ability to work in the U.S., or other court-approved legal name change order, etc., may be considered for a change in legal name.</p> <p>This document should be named <i>[Document Name]</i> (Ex., Birth Certificate, Marriage Certificate, etc.). Upload in NMLS under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU4).</p> <p>Note: A Driver's License, Passport or Social Security Card will not be acceptable.</p>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

Registrations not completed within 60 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a "Withdrawn-Application Abandoned" status. New fees will apply if a new registration application is filed.

Idaho does not issue paper licenses or registrations.

WHO TO CONTACT – Contact department licensing staff by phone at 208-332-8002 or send your questions via e-mail to mortgage@finance.idaho.gov for additional assistance.

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