



# IL Mortgage Loan Originator License New Application Checklist (Individual)

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## GENERAL INFORMATION

### Who Is Required To Have This License?

For the purpose of obtaining a Mortgage Loan Originator license in Illinois, pursuant to the Illinois Residential Mortgage License Act of 1987 [205 ILCS 635\7-1].

An applicant needs to be sponsored by an Illinois Residential Mortgage Licensee (“Licensee”). A sponsorship request must be submitted by the Licensee before an application request will be approved. If the applicant is not currently employed by a Licensee, the license will be issued as “Approved-Inactive” until sponsorship by a Licensee is acquired. **You are not authorized to conduct business in an “Approved-Inactive” status.**

**Note to Service Members:** For the purpose of obtaining a Mortgage Loan Originator license in Illinois, please refer to the [Illinois Temporary Military Mortgage Loan Originator License New Application Checklist](#).

All Individual Forms (MU4) filed with the Department must be complete. Any deficiencies must be addressed pursuant to 38 Ill. Adm. Code 1050.370 of the Rules of the Residential Mortgage License Act of 1987.

Failure to comply with all the requirements WITHIN 90 DAYS OF THE INITIAL DATE OF YOUR Individual Form (MU4) FILING WITH THE DEPARTMENT MAY RESULT IN YOUR APPLICATION BEING DEEMED WITHDRAWN. If an application is withdrawn and an applicant subsequently wants to become an MLO in Illinois, the applicant will be required to resubmit an application through the NMLS and pay the initial license request fees.

Your application for registration will be DEEMED WITHDRAWN if additional information requested has not been submitted within 21 business days of the request.

The Illinois Department of Financial and Professional Regulation, Division of Banking, does not issue paper licenses for this license type.

## Activities Authorized Under This License

This license authorizes the following activities...

- A mortgage loan originator is authorized to take a residential mortgage loan application, offer, negotiate terms of a residential mortgage loan, and engage in loan modification activities.

## Helpful Resources

- [Individual Form \(MU4\) Filing Quick Guide](#)
- [License Status Definitions Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [State-Specific Education Chart](#)
- [Individual Test Enrollment Quick Guide](#)
- [Course Enrollment Quick Guide](#)

## Agency Contact Information

Contact Mortgage Banking Regulation licensing staff by phone at (844)-768-1713 or send your questions via email to [FPR.LOANORIGINATOR@Illinois.gov](mailto:FPR.LOANORIGINATOR@Illinois.gov) for additional assistance.

Agency specific requirements on the checklist below must be received with *page 6 of this checklist* within 5 business days of the electronic submission of your application through the NMLS at the email address listed below.

**Note:** Only page 6 of this checklist, the REQUIREMENTS SUBMITTED OUTSIDE OF NMLS section, needs to be emailed to IDFPR.

*State Specific Checklist (Page 6)-Electronic Submission Only:*

[FPR.LOANORIGINATOR@Illinois.gov](mailto:FPR.LOANORIGINATOR@Illinois.gov)

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

**PREREQUISITES** - *These items must be completed prior to the submission of your Individual Form (MU4).*

Complete	IL Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p><b>Pre-licensure Education:</b> Prior to submission of the application, complete at least 20 hours of NMLS-approved pre-licensure education (PE) courses.</p> <p>Follow the instructions in the <a href="#">Course Completion Records Quick Guide</a> to confirm that PE has been posted to your record and the PE Total indicates "Compliant."</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Testing:</b> Must satisfy one of the following three conditions:</p> <ol style="list-style-type: none"> <li>1. Passing results on both the National and Illinois State components of the SAFE Test, or</li> <li>2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or</li> <li>3. Passing results on the National Test Component with Uniform State Content</li> </ol> <p>Follow the instructions in the <a href="#">View Testing Information Quick Guide</a> to confirm test results have been posted to your record and indicate "Pass."</p>	<p><b>NMLS</b></p>

**LICENSE FEES** - *Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.*

Complete	IL Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p><b>NMLS Initial Processing Fee:</b> \$30</p> <p><b>IL License/Registration Fee:</b> \$200</p> <p><b>Credit Report:</b> \$15</p> <p><b>FBI Criminal Background Check:</b> \$36.25</p>	<p><b>NMLS (Filing submission)</b></p>

**REQUIREMENTS COMPLETED IN NMLS-** *These items must be completed during or after the submission of your Individual Form (MU4).*

Complete	IL Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Individual Form (MU4):</b> Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Criminal Background Check:</b> Authorization for an FBI criminal history background check to be completed in NMLS.</p> <p>After you authorize the FBI criminal history background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted.</p> <p>See the <a href="#">Completing the Criminal Background Check Process Quick Guide</a> for information.</p> <p><b>Note:</b> If you are able to ‘Use Existing Prints’ to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the background check will begin to process automatically.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Credit Report:</b> Authorization for a credit report must be completed. Upon initial authorization, you are required to complete an Identity Verification Process (IDV) within the Individual Form (MU4). See the <a href="#">Individual (MU4) Credit Report Quick Guide</a> for instructions on completing the IDV.</p> <p><b>Note:</b> The same credit report can be used for any existing or additional licenses for up to 30 days.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide an explanation and, if applicable, a supporting document for each “Yes” response. See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.</p> <p><b>Note:</b> A letter of explanation (LOX) and the submission of supporting documentation uploaded in the NMLS is <u>required</u> for any “YES” answer to the Disclosure Questions.</p> <p>Additional information related to a criminal background check issue (i.e., orders, court dispositions, discharges, etc.) or credit check issue (i.e., payment plans for taxes, student loans or child support, bankruptcy discharge papers, etc.) will require you to submit a LOX and the supporting documentation to: <a href="mailto:FPR.LoanOriginator@Illinois.gov">FPR.LoanOriginator@Illinois.gov</a>.</p>	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).

Complete	IL Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p><b>Company Sponsorship:</b> A sponsorship request must be submitted by your employer. IL will review and accept or reject the sponsorship request.</p> <p>IL offers an “Approved-Inactive” license status. If you are not currently employed by a mortgage company (or your employer has not yet requested sponsorship on your behalf) and you have completed all requirements for this license, the license may be issued as “Approved-Inactive” until sponsorship by a mortgage company is acquired. While in an “Approved-Inactive” status, you are NOT authorized to conduct business under the authority of the IL Mortgage Loan Originator License.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Employment History:</b> The business address listed in the <i>Employment History</i> section of the Individual Form (MU4) must match the address of the registered location in the Company Relationship.</p>	<p><b>NMLS</b></p>

NMLS ID Number	
Applicant Legal Name	
Applicant Email Address	
Applicant Phone Number	

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS-** *These items must be completed outside of NMLS and submitted directly to the regulator. All documents required outside of the NMLS must be received within 5 business days of the submission through NMLS.*

Complete	IL Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p><b>IL State Specific Questions:</b> You must answer the following IL state specific questions.</p> <p>1. Are you currently more than 30 days delinquent in complying with a child support order or certified by a court as being in violation of the Non-Support Punishment Act for more than 60 days? <b><u>If YES, please upload in NMLS in the Disclosure Explanations section of the Individual Form (MU4) a copy of your court ordered payment plan.</u></b></p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>2. Have you defaulted on an educational loan or scholarship provided by or guaranteed through the Illinois Student Assistance Commission or other governmental agency of Illinois? <b><u>If YES, please email a copy of your payment plan.</u></b></p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>3. Have you failed to file a return, or to pay the tax, penalty, or interest shown in a filed return, or to pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the Illinois Department of Revenue? <b><u>If YES, please upload in NMLS in the Disclosure Explanations section of the Individual Form (MU4) a copy of your payment plan.</u></b></p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>	<p><b>Email to IDFPR:</b>  <a href="mailto:FPR.LoanOriginator@Illinois.gov">FPR.LoanOriginator@Illinois.gov</a></p>