



IN-SOS Loan Processing Company Registration New Application Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required To Have This License?

Any company that performs loan processing activities for compensation and holds itself out to the public as engaging in loan processing activities. See [Ind. Code § 23-2.5-1-19](#). Loan processing activities are defined as clerical or support duties performed on behalf of a loan broker with respect to residential mortgage loan origination activities performed by the loan broker. See [Ind. Code § 23-2.5-1-18\(a\)](#).

Activities Authorized Under This License

This license authorizes the following activities...

- Third party mortgage loan processing

Pre-Requisites for License Applications

- **Loan Processor:** Every employee who performs loan processing activities for a Loan Processing Company must complete education and testing requirements licensed as an MLO.
- The individual must establish a relationship with the Loan Processing Company via NMLS.

Indiana Secretary of State does not issue paper licenses for this license type.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at [317- 232-6681](tel:317-232-6681) or send your questions via email to compliance@sos.in.gov for additional assistance.

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.

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

Complete	IN-SOS Loan Processing Company Registration	Submitted via...
<input type="checkbox"/>	IN-SOS Application Fee: \$25 NMLS Initial Processing Fee: \$100	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS- These items must be completed during or after the submission of your Individual Form (MU1).

Complete	IN-SOS Loan Processing Company Registration	Submitted via...
<input type="checkbox"/>	Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Primary Contact Employees: The following individuals must be entered into the Contact Employees section of the Company Form (MU1). <ol style="list-style-type: none"> Primary Company Contact. Primary Consumer Complaint Contact. 	NMLS
Note	Non-Primary Contact Employees: IN-SOS does not require any non-primary contacts to be listed in the Contact Employees section of the Company Form (MU1).	N/A
Note	Bank Account: Bank account information is not required. The Bank Account section of the Company Form (MU1) can be left blank.	N/A
<input type="checkbox"/>	Disclosure Questions: Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2).
Note	Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for IN-SOS on the Company Form (MU1).	N/A
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A

<input type="checkbox"/>	Resident/Registered Agent: List the Indiana Secretary of State as the Resident/Registered Agent for service of process on the company's NMLS profile pursuant to Ind. Code § 23-2.5-5-7 The address for the Indiana Secretary of State is provided below: Indiana Secretary of State 200 West Washington Street, Room 201 Indianapolis, IN 46204 317-232-6531	NMLS
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	IN-SOS Loan Processing Company Registration	Submitted via...
<input type="checkbox"/>	Loan Processing Company Affidavit: A copy of the Loan Processing Company Affidavit should be filled out in its entirety and signed by an owner, officer, member, or partner of the Loan Processing Company. If attachments to the Affidavit are necessary, please include the attachments in the same document upload.	Upload in NMLS: under the Document Type Document Samples in the <i>Document Uploads</i> section of the Company Form (MU1)

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS- *These items must be completed outside of NMLS and submitted directly to the regulator.*

Complete	IN-SOS Loan Processing Company Registration	Submitted via...
No documents are required to be submitted outside of NMLS for this license/registration at this time.		