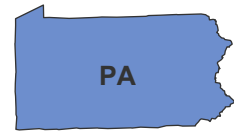




Amendments Jurisdiction-Specific Requirements



PENNSYLVANIA SOLE PROPRIETOR MORTGAGE ORIGINATOR LICENSE

Instructions

1. Licensees are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Pennsylvania Department of Banking and Securities changes in any material respect, the licensee must notify the Department of the change within 10 days after the change.

Note: When changing employers or leaving the mortgage originating business, the following applies:

- You must update the employment section of Form MU4.
- Confirm that the email address listed in the following locations is current in NMLS;
 - Home Tab>My Account>Update User Profile
 - Filing Tab>Individual>Identifying Information
- You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
- Once you lose sponsorship or leave employment that was previously approved by the Department, you do not have the authority to originate since you are no longer employed by a licensed or registered mortgage business entity.
- Your license status will be changed to an Approved-Inactive license status and will not be changed back to an Approved license status until the Department receives and approves a “Sponsorship” request from your new licensed or registered employer.
- You must provide your new employer access to your NMLS record.
- Your new employer is required to submit a “Sponsorship” request to this Department.
- Once the new “Sponsorship” request is processed and approved by the Department and your license status is updated to an Approved license status, you will then be authorized to resume conducting business.
- If you are leaving the mortgage originating business or you no longer require a mortgage originator license, you are required to surrender your license through NMLS.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

2. There is a \$30.00 NMLS processing fee for mortgage originator(s) transferring sponsorship. Licensees are required to have company sponsorship and can be only sponsored by a single mortgage business licensed in Pennsylvania. Mortgage Originators that lose or sever sponsorship with a mortgage company are prohibited from originating any mortgage loans until such time as sponsorship with a mortgage company is re-established.
3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.

4. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they 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:

The Pennsylvania
 Department of Banking and Securities
 Non-Depository Licensing Office
 17 N 2nd Street
 Ste 1300
 Harrisburg, PA 17101-2290

For Overnight Delivery:

The Pennsylvania
 Department of Banking and Securities
 Non-Depository Licensing Office
 17 N 2nd Street
 Ste 1300
 Harrisburg, PA 17101-2290

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions not already reported to the Department. <i>Include copies of the respective criminal or civil court documents, administrative orders and/or other related public documents</i></p>

WHO TO CONTACT – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717) 787-3717 or send your questions via e-mail to ra-asklicensing@pa.gov for additional assistance.

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