



ID Mortgage Loan Originator License New Application Checklist (Individual)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required To Have This License?

Any person, other than an exempt person, who for compensation or gain, or the expectation of compensation or gain, either directly or indirectly, takes a residential mortgage loan or modification application, or offers or negotiates terms of a residential mortgage loan or mortgage loan modification.

A loan processor or underwriter who is an independent contractor, and/or a W2 employee of an Exempt Entity Registrant.

Reference to Title 26 Chapter 31 Idaho Residential Mortgage Practices Act.

Idaho Department of Finance does not issue paper licenses for this license type.

Temporary Authority to Operate (TA)

If you fail to provide a complete application package within 60 days of notification of application deficiencies, your submission will be deemed *withdrawn and void* and any fees paid will be forfeited. Failure to provide a complete application (which includes a complete disclosure section with explanations and supporting documents) within the specified time under Idaho Code 26-31-305 (7) is considered a withdrawal by the applicant. ANY EXISTING TA WILL BE IMMEDIATELY TERMINATED. No extensions will be granted, and TA cannot be reinstated once terminated. Questions may be directed to (208) 332-8002 or MLO@finance.idaho.gov. Items required to be submitted outside of NMLS may be emailed or delivered to the addresses provided below. Your NMLS ID number and name must be on any communication.

Military Member, Veteran, Spouse Priority

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 by [emailing a copy of this checklist to mlo@finance.idaho.gov](mailto:mlo@finance.idaho.gov). 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 checklist item below for required documentation to be uploaded.

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

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 *Consumer Finance* licensing staff by phone at [\(208\) 332-8002](tel:2083328002) or send your questions via email to mlo@finance.idaho.gov for additional assistance.

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

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.

Applications not completed within 60 days of initial deficiency notification will be deemed withdrawn/abandoned by applicant. No extensions will be granted.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING, MORTGAGE LENDING, MORTGAGE LOAN MODIFICATION, MORTGAGE ORIGATION OR CONTRACT MORTGAGE PROCESSING OR UNDERWRITING ACTIVITIES IN THE STATE OF IDAHO UNTIL YOU HAVE RECEIVED A LICENSE APPROVAL THROUGH THE NMLS.

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

Complete	ID Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	Pre-licensure Education: Prior to submission of the application, complete at least 20 hours of NMLS-approved pre-licensure education (PE) courses which must include 2 hours of Idaho content. The 2 ID content hours can be included in, or in addition to, the 20 hour PE courses.	NMLS

	<p>Follow the instructions in the Course Completion Records Quick Guide to confirm that PE has been posted to your record and the PE Total indicates "Compliant."</p> <p>NOTE: <i>An individual who completed 20 hours pre-licensure education pursuant to 12 U.S.C. 5104(c) <u>must retake</u> 20 hours of pre-licensure education in order to be eligible for state mortgage loan originator licensure <u>if</u> they:</i> <i>(1) fail to acquire a valid state license or federal registration as a mortgage loan originator within three years from the date of federal compliance with 12 U.S.C. 5104(c) ; <u>or</u></i> <i>(2) fail to acquire a valid state license or federal registration as a mortgage loan originator within three years from the last date of licensure or registration as a mortgage loan originator.</i></p>	
<input type="checkbox"/>	<p>Testing: Must satisfy one of the following three conditions:</p> <ol style="list-style-type: none"> 1. Passing results on both the National and Idaho State components of the SAFE Test, or 2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or 3. Passing results on the National Test Component with Uniform State Content <p>Follow the instructions in the View Testing Information Quick Guide to confirm test results have been posted to your record and indicate "Pass."</p>	NMLS

LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.		
Complete	ID Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>NMLS Initial Processing Fee: \$30</p> <p>ID License/Registration Fee: \$100</p> <p>Recovery Fund Fee (<i>this is in lieu of a surety bond</i>)</p> <p>ID Application Fee: \$200</p> <p>Credit Report: \$15</p> <p>FBI Criminal Background Check: \$36.25</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS- These items must be completed during or after the submission of your Individual Form (MU4).		
Complete	ID Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.</p>	NMLS

	<p>Note: Each Mortgage Loan Originator must be separately licensed in Idaho and requires the submission of an Individual Application request. <i>If an applicant is not a US citizen, then the full Identifying Information section of the application form must be completed and documentation of proof of ability to work in the U.S. is required.</i></p>	
<input type="checkbox"/>	<p>Criminal Background Check: 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 Completing the Criminal Background Check Process Quick Guide for information.</p> <p>Note: 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> <p>Note: If you have any felony convictions, or any misdemeanor convictions involving any aspect of financial services OR any other misdemeanor listed in the disclosure section of the MU4, you are required to submit this information outside NMLS.</p> <p>Foreign Nationals: For each individual applicant who does not or has not resided in the United States for at least 5 years prior to the individual’s application for licensure, an investigative background report must be prepared by an independent search firm and submitted directly to the Idaho Department of Finance. At a minimum, the report must contain the following: (1) A comprehensive credit report/history; (2) Civil court and bankruptcy court records for the past 5 years, including a search of the court data in the country(ies), states, towns, where the individual resided and worked and in contiguous areas; and (3) Criminal records for the past 7 years, for any felonies, misdemeanors and violations including a search of court data in the country(ies) states, towns, where the individual resided and worked and in contiguous areas. The report(s) must be dated within 30 days of the application submission date. If the report(s) are prepared in any language other than English, a translation into English must be attached. The report(s) should be sent directly from the independent firm to the Idaho Department of Finance attention of MLO Licensing, P.O. BOX 83720 Boise, ID 83720; or by email to MLO@finance.idaho.gov</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: 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 Individual (MU4) Credit Report Quick Guide for instructions on completing the IDV.</p> <p>Note: The same credit report can be used for any existing or additional licenses for up to 30 days.</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation and, as applicable, a supporting document for each “Yes” response. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions. If there was an event that occurred that required a “Yes”</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).</p>

	response it will be expected that any and all supporting documents will be uploaded.	
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Complete	ID Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Company Sponsorship: A sponsorship request must be submitted by your employer. ID will review and accept or reject the sponsorship request.</p> <p>ID 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 ID Mortgage Loan Originator License.</p> <ul style="list-style-type: none"> • A Mortgage Loan Originator cannot be sponsored by, or provide mortgage loan origination or loan modification services for more than one Idaho Mortgage Broker/Lender licensed under the Idaho Residential Mortgage Practices Act simultaneously. • A Mortgage Loan Originator employed by or under contract with an Idaho Regulated Lender licensed under the Idaho Credit Code shall be sponsored by the employing Regulated Lender. • An Independent Contractor Mortgage Loan Processor or Mortgage Loan Underwriter not engaged in mortgage loan origination or mortgage loan modification (origination) activities shall be sponsored by an Exempt Entity Registrant. • Any Independent Contractor Mortgage Loan Processor or Underwriter sponsored by an Exempt Entity Registrant, that becomes employed by or under contract to a licensed Idaho Mortgage Broker/Lender to provide mortgage loan origination services must first be sponsored by that Mortgage Broker/Lender licensee. • During any period that an “Approved” Mortgage Loan Originator license becomes unsponsored; the license will be maintained in an “Approved-Inactive” status until a new valid sponsorship is filed and approved. Licenses in an “Approved-Inactive” status are not eligible to conduct mortgage loan origination, mortgage loan modification, contract processing or contract underwriting activities. 	NMLS
<input type="checkbox"/>	<p>Employment History: 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>The current physical work location listed in the employment history section must be within a reasonable commuting distance from the applicant’s residence address. If not, click here for further instructions.</p>	NMLS

REQUIREMENTS/

DOCUMENTS UPLOADED IN NMLS

Complete	ID Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Credit Report Explanations: Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs (<i>including items reflecting a zero balance but indicate transferred to another lender</i>), accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p>Note: All applicants must be in compliance with the Idaho Financial Responsibility Guidance Statement 2020-01-CFB.</p> <p>Note: Debt settlement plans, in which a creditor is not receiving regular payments, are not acceptable.</p> <p>Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU4).</p> <p>This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Credit Report Explanations</u> in the <i>Document Uploads</i> section of the Individual Form (MU4).</p>
<input type="checkbox"/>	<p>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 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.).</p> <p>Note: A Driver's License, Passport or Social Security Card will not be acceptable.</p>	<p>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>
<input type="checkbox"/>	<p>Military Member, Veteran, Spouse Status Documentation:</p> <p>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.</p> <p>Active Duty Applicant: Upload a copy of your current and valid military ID card.</p>	<p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU4).</p> <p>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 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.</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.</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>	<p>Form (MU4).</p> <p>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>Upload in NMLS: under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual</p>
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NMLS ID Number	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS- <i>These items must be completed outside of NMLS and submitted directly to the regulator.</i>		
Complete	ID Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<p>Criminal Background Check: If you have <u>any</u> felony convictions, or any misdemeanor convictions involving any aspect of financial services OR any other misdemeanor listed in the disclosure section of the MU4, including pending actions, the following will be required <u>outside</u> NMLS (<i>These do not need to be certified copies from the court</i>):</p> <ol style="list-style-type: none"> 1. Copies of all court judgments entered against you; 2. Copies of all court orders or records (e.g. charges, conviction, sentencing, etc.); 3. Proof that all court costs, supervision fees, fines, penalties, and restitution ordered by the court have been paid or otherwise satisfied; and 4. A written explanation of the circumstances of the criminal action that led to the conviction. 	<p>Email to Idaho Department of Finance mlo@finance.idaho.gov OR Mail to Idaho Department of Finance</p>

<div><div></div></div>	<p>Employment: The current physical work location listed in the employment history section must be within a reasonable commuting distance from the applicant’s residence address. If not, and you intend to telecommute from your residence while representing a licensed location or if you regularly do commute to the location currently listed, provide a written statement explaining what location you operate from. Statements of commute/telecommute must come directly from the individual and should be e-mailed to MLO@finance.idaho.gov. Individuals that plan to telecommute must adhere to the requirements of Idaho Guidance Statement 2021-01-CFB which may be accessed at http://www.finance.idaho.gov in the “Guidance” section under “Legal”.</p> <p>Note: Telecommuting is NOT allowed from a commercial location. All commercial locations are required to obtain a branch license prior to conducting licensable activities in Idaho.</p>	<p>Email to Idaho Department of Finance: mlo@finance.idaho.gov</p> <p>OR</p> <p>Mail to Idaho Department of Finance</p>
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