



# Utah-DFI Mortgage Loan Originator New Application Checklist (Individual)

---

## CHECKLIST SECTIONS

- [General Information](#)
- [Prerequisites](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

### Who Is Required To Have This License?

**This license is primarily for individuals who service residential first mortgage loans.** It is also for individuals who originate or service other mortgage types (like second mortgages). Utah Department of Financial Institutions does not issue paper licenses for this license type.

Be aware that Utah's mortgage regulation structure is complex because two different agencies regulate different activities. Brokering and retail origination of closed-end residential first mortgages are activities primarily regulated by the Utah Division of Real Estate (DRE). If you conduct these activities, contact the [DRE](#) to see if their requirements apply to you.

If you have questions about whether the DFI license is right for you, please talk to your company's licensing specialist and visit our website for further details: [Mortgage Lending | Utah Department of Financial Institutions](#).

### 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 Utah Department of Financial Institutions licensing staff by phone at (801) 538-8830 or send your questions via email to Andrea Staheli at [astaheli@utah.gov](mailto:astaheli@utah.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.

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

| Complete                 | Utah-DFI 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 Utah 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                 | Utah-DFI Mortgage Loan Originator License   | Submitted via...                       |
|--------------------------|---|--|
| <input type="checkbox"/> | <p><b>NMLS Initial Processing Fee:</b> \$30</p> <p><b>Utah-DFI 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                 | Utah-DFI 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>   | <b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU4) |
| Note                     | <p><b>Company Sponsorship:</b> Sponsorship is not required. The Utah DFI will neither approve nor deny sponsorship information entered into the NMLS.</p>  | <b>N/A</b>   |
| <input type="checkbox"/> | <p><b>Employment History:</b> The business address listed in the Employment History section of the Individual Form (MU4) must match the address of the registered location in the Company Relationship.</p>  | <b>NMLS</b>  |

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

| Complete                 | Utah-DFI Mortgage Loan Originator License   | Submitted via...  |
|--------------------------|---|---|
| <input type="checkbox"/> | <b>Surety Bond:</b> An individual must be covered by a surety bond that meets minimum surety bonding requirements based on origination volume. The surety bond can be for the individual or for a business entity (employer) that elects to provide coverage for multiple individuals. Surety bond requirements for individuals and business entities are outlined in Utah Administrative Code R343-5-2 and R343-5-3. | Email to Andrea Staheli at <a href="mailto:astaheli@utah.gov">astaheli@utah.gov</a> |