



## New Application Jurisdiction-Specific Requirements



### FLORIDA MORTGAGE LOAN ORIGINATOR LICENSE

#### Instructions

1. **Form MU4.** Each individual shall apply for a Loan Originator license by submitting a form MU4 through NMLS.
2. **Filing Requirements.** Upon receipt of the following, the Florida Office of Financial Regulation will consider a Loan Originator application received and begin reviewing the application:
  - Form MU4 filed through NMLS
  - Statutorily required application fee and guaranty fund fee (\$195 + \$20)
  - Completion of 20 hours of NMLS approved pre-licensure education course
  - Must satisfy one of the following two conditions:
    - 1.) Passing score on both the National and Florida State components of the SAFE Test **or**
    - 2.) Passing score on both the National Test Component with Uniform State Content and the Florida State Component of the SAFE Test.
      - NMLS must indicate you are compliant with this requirement.
  - FBI criminal history background check results
  - State criminal history background check results
  - Authorization for a credit report

The Florida Office of Financial Regulation will not begin its review of an application until all the items listed above have been received. Once an application has been deemed received, the NMLS status will change from “Pending-Incomplete” to “Pending-Review”. Once the status has been changed to “Pending-Review” the application will be reviewed and deficiencies will be added as license items in NMLS.

3. **High School Education Requirement.** Provide name of school and date high school diploma or equivalent was received, via e-mail. In the subject line of the e-mail provide your NMLS#. In the body of the e-mail provide the name of the school and date high school diploma or equivalent was received (no additional information should be provided in the body of the e-mail). Submit this information to the following e-mail address: [NMLSHighSchool@flofr.com](mailto:NMLSHighSchool@flofr.com).
4. **Age Requirement.** A loan originator license will not be granted to an individual under the age of 18.
5. **State Criminal Background Check.** Submit fingerprints to a Live Scan vendor, approved by the Florida Department of Law Enforcement, for submission to the Florida Department of Law Enforcement for a **STATE ONLY** criminal background check (ORI Number: FL737111Z). A list of approved Live Scan vendors is available on the Florida Department of Law Enforcement’s website (<http://www.fdle.state.fl.us/Content/getdoc/941d4e90-131a-45ef-8af3-3c9d4efefd8e/Livescan-Service-Providers-and-Device-Vendors.aspx>) Resubmission of the prints for the state criminal background check may be required if incorrect information (social security number,

date of birth, etc...) is provided to the Live Scan vendor. Resubmission of prints will result in additional costs to the individual being reprinted.

6. **FBI Criminal Background Check.** The FBI criminal background check must be completed by the NMLS authorized live scan vendor and completed as part of your NMLS filing. Fingerprints taken for the FBI background check by anyone other than the NMLS live scan vendor will not be accepted by NMLS.
7. **Disclosure Questions.** Provide the following documents related to all events or proceedings for any "Yes" answer to any of the disclosure questions on the Individual (MU4) Form:
  - (a) A copy of the police arrest affidavit, arrest report or similar document.
  - (b) A certified copy of the charges.
  - (c) A certified copy of the plea, judgment, and sentence where applicable.
  - (d) A certified copy of an order of entry into pre-trial intervention, and the order of termination of pre-trial intervention showing dismissal of charges where applicable.
  - (e) A certified copy of an order of termination of probation or supervised release, if applicable. If the requested documentation cannot be obtained, the relevant person shall submit evidence of that fact in order for the application to be deemed complete. Evidence that documentation cannot be obtained shall consist of a written statement on the letterhead of the agency that would be the custodian of the documents, signed by a representative of that agency, stating that they have no record of such matter, or that the record is lost or was damaged or destroyed, or otherwise stating why the document cannot be produced.
8. **Credit Report.** Authorize the Registry to obtain and make available to the Office of Financial Regulation an independent credit report on the applicant. The cost of the credit report shall be borne by the applicant.

Upon written request by the Office of Financial Regulation each applicant shall provide documents related to "adverse credit history information" contained in the applicant's credit report. The requested documents provided by the applicant must be legible. Documents that are typically requested by the Office include, but are not limited to:

  - (a) Copies of satisfaction of judgment.
  - (b) Copies of satisfaction of outstanding tax liens or other governmental liens.
  - (c) Copies of court documents that reflect the substance of the matter and how the matter was resolved or adjudicated.
  - (d) Copies of account statements or letters from the creditors explaining the current status of accounts. For security purposes, the relevant person may redact all but the last four (4) digits of the account number prior to submitting the document to the Office.
  - (e) Copies of tax returns, pay stubs, or other documentation of income.

If the documents requested above cannot be obtained, the relevant person shall submit evidence of that fact in order for the license application to be deemed complete. Evidence that documents cannot be obtained shall consist of a written statement from the agency's or creditor's records custodian that is written on the agency's or creditor's letterhead; indicates that the agency or the creditor does not have any record of such matter or that the record was

lost, damaged, or destroyed, or cannot otherwise be produced and provide a statement as to why the record cannot be produced; and is signed by the agency's or creditor's records custodian.

**9. Total license costs is \$329.25 which includes:**

- a. \$195 Florida application fee
- b. \$20 Florida guaranty fund fee
- c. \$30 NMLS processing fee
- d. \$36.25 Federal criminal background check
- e. \$33 State criminal background check (Florida) – paid to the livescan vendor
- f. \$15 Credit Report fee

**10. All fees collected through the NMLS ARE NOT REFUNDABLE**

**11. Other Information – Loan processors:**

A licensed loan originator who acts solely as a loan processor and contracts with more than one mortgage broker or mortgage lender, or either simultaneously must file with the Office of Financial Regulation a Declaration of Intent to Engage Solely in Loan Processing, Form OFR-494-13.

A person who seeks to act solely as a loan processor shall:

(a) Be licensed as a loan originator under Chapter 494, F.S., and must at all times thereafter remain licensed; and

(b) Submit a completed Form OFR-494-13 (Declaration of Intent to Engage Solely in Loan Processing) to the Office of Financial Regulation at the address below.

A person who currently has on file with the Office of Financial Regulation a Declaration of Intent to Engage Solely in Loan Processing may withdraw the declaration by filing Form OFR-494-13 (Declaration of Intent to Engage Solely in Loan Processing) with the Office of Financial Regulation indicating on the form the person's intent to withdraw the declaration.

For U.S. Postal Service:

*Division of Finance  
Bureau of Regulatory Review  
200 East Gaines Street  
Tallahassee, FL 32399-0376*

For Overnight Delivery:

*Division of Finance  
Bureau of Regulatory Review  
200 East Gaines Street  
Tallahassee, FL 32399-0376*

**WHO TO CONTACT** – Contact Bureau of Regulatory Review - Finance licensing staff by phone at 850-410-9895 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 DO NOT CONSTITUTE LEGAL ADVICE, AND ARE ONLY PROVIDED FOR GUIDANCE TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

YOU ARE NOT AUTHORIZED TO ENGAGE IN FLORIDA REGULATED MORTGAGE ORIGINATION ACTIVITIES UNTIL YOU HAVE BEEN GRANTED A LICENSE ISSUED BY THE FLORIDA OFFICE OF FINANCIAL REGULATION.