



## CT Exempt Registration New Application Checklist (Company)

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**Section 36a-486** of the Connecticut General Statutes requires activity subject to licensure to be conducted at an office in a state, as defined in Section 36a-2. State means any state of the United States, the District of Columbia, any territory of the United States, Puerto Rico, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Virgin Islands and the Northern Mariana Islands.

### CHECKLIST SECTIONS

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

### GENERAL INFORMATION

#### Who Is Required to Have This Registration?

- A person\* claiming to be exempt from licensure as a mortgage lender, mortgage correspondent lender, or mortgage broker with a need to sponsor and bond a mortgage loan originator, or a need to sponsor a loan processor or underwriter for individual licensing. Section 36a-487 of the Connecticut General Statutes should be reviewed prior to applying for this type of registration.
- Any approval of this registration by Connecticut Department of Banking shall not constitute a determination that such person is exempt, but rather shall evidence the CT DOB's approval of person to use the system for purposes of sponsoring and bonding.

#### Who Is Not Required to Have This Registration?

- Any person\* required to have a mortgage lender, mortgage correspondent lender, mortgage broker, or debt negotiator license may not register as an exempt registrant. Such persons must obtain a mortgage lender, mortgage correspondent lender, mortgage broker, or debt negotiator license with the State of Connecticut through NMLS.
- Any exempt person that does not employ or retain individuals requiring licensure as either a mortgage loan originator or a loan processor/underwriter may not register as an exempt registrant.

\*A person generally refers to an individual, company, or any other legal entity.

#### Pre-Requisites for License Applications

- No Mortgage Loan Originator license will be issued to an individual sponsored by an Exempt Registrant without the Exempt Registrant having filed the required surety bond with the Connecticut Department of Banking.
- No Loan Processor/Underwriter or Mortgage Loan Originator license will be issued unless sponsorship has been established with the Exempt Registrant.
- Persons registering through NMLS with the Connecticut Department of Banking must agree to abide by NMLS requirements, including attesting to the accuracy of the information submitted, and agreeing to keep it updated through NMLS.

**The Connecticut Department of Banking does not issue paper licenses for this license type.**

## Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If documents are uploaded into inappropriate categories, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a previously uploaded document has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

## Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

## Agency Contact Information

Contact Consumer Credit licensing staff by phone at (860) 240-8225 or send your questions via email to [dob.ccl@ct.gov](mailto:dob.ccl@ct.gov) for additional assistance.

### *For U.S. Postal Service & Overnight Delivery:*

*CT Department of Banking  
Consumer Credit Division  
260 Constitution Plaza  
Hartford, CT 06103*

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	CT Exempt Registration	Submitted via...
<input type="checkbox"/>	NMLS Initial Processing Fee: \$100	NMLS

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	CT Exempt Registration	Submitted via...
<input type="checkbox"/>	<b>Exemption Claimed:</b> Complete the following <a href="#">form</a> indicating the basis for your claimed exemption from licensure and upload a copy to NMLS.	<b>Upload in NMLS:</b> in the <i>Document Uploads</i> section of the Company Form (MU1).

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	CT Exempt Registration	Submitted via...						
<div><div></div></div>	<p><b>Electronic Surety Bond:</b> If you are sponsoring an individual applying for a mortgage loan originator license, you must file a single electronic surety bond that covers all mortgage loan originators in accordance with section 36a-492 of the Connecticut General Statutes.</p> <p>Submit an electronic Surety Bond via NMLS in the amount described below furnished and submitted by a surety company authorized to conduct business in Connecticut.</p> <p><b>Surety Bond Requirements Table</b></p> <table><tr><th><i>Exemption Claimed</i></th><th><i>Bond Amount</i></th></tr><tr><td>36a-487(d)</td><td>\$50,000</td></tr><tr><td>36a-487(a)(1); 36a-487(a)(2); or 36a-487(a)(3)</td><td>\$100,000</td></tr></table> <p>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p>	<i>Exemption Claimed</i>	<i>Bond Amount</i>	36a-487(d)	\$50,000	36a-487(a)(1); 36a-487(a)(2); or 36a-487(a)(3)	\$100,000	<p><b>Electronic Surety Bond in NMLS</b></p>
<i>Exemption Claimed</i>	<i>Bond Amount</i>							
36a-487(d)	\$50,000							
36a-487(a)(1); 36a-487(a)(2); or 36a-487(a)(3)	\$100,000							