



CT Loan Processor/Underwriter License New Application Checklist (Individual)

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](#)
- [Prerequisites](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)

GENERAL INFORMATION

Who is required to have this license?

An individual who performs clerical or support duties.

“**Clerical or support duties**” includes, subsequent to the receipt of an application, (A) the receipt, collection, distribution and analysis of information common for the processing or underwriting of a residential mortgage loan, and (B) communication with a consumer to obtain the information necessary for the processing or underwriting of a loan to the extent that such communication does not include offering or negotiating loan rates or terms or counseling consumers about residential mortgage loan rates or terms.

Note: Because this license does not permit an individual to offer or negotiate loan rates or terms, or counsel consumers about rates or terms, an individual desiring to do so would need to instead obtain a mortgage loan originator license in Connecticut through NMLS.

No Loan Processor/Underwriter (LPUW) licensee may be sponsored by more than one person at a time.

An applicant for a LPUW license must be sponsored by a Connecticut licensed Mortgage Lender, Mortgage Correspondent Lender, Mortgage Broker, or an Exempt Registrant. A quick guide entitled “Create a Company Sponsorship” at the following link will help walk your company through this process: [NMLS Quick Guides](#)

Who does not need this license?

1. An employee of a licensed mortgage lender, mortgage correspondent lender, or mortgage broker who engages in loan processor or underwriter activities:
 - a. in connection with residential mortgage loans either originated or made by such licensee; and
 - b. at the direction of and subject to the supervision of a licensed MLO of such licensee
2. An employee of a bank or credit union where:
 - a. such bank or credit union meets the criteria to be exempt from licensure under subdivision (1), (2) or (3) of subsection (a) of Section 36a-487 of the C.G.S.; and
 - b. the employee engages in loan processor or underwriter activities at the direction of and with the supervision of either a licensed or registered MLO of the exempt bank or credit union.

3. Any individual engaged, in any capacity in loan processor or underwriter activities in connection with a residential mortgage loan originated by an individual not required to be licensed or registered as a mortgage loan originator under part 1 of Chapter 668.

A LPUW License will not be granted unless the Commissioner finds that the applicant has:

- Never had an MLO license or equivalent LPUW license revoked in any governmental jurisdiction, except that a subsequent formal vacating of such revocation shall not be deemed a revocation;
- Not been convicted of, or pled guilty or nolo contendere to, a felony in a domestic, foreign or military court during the seven-year period preceding the date of the application for licensing, or at any time preceding such date of application if such felony involved an act of fraud, dishonesty, a breach of trust, or money laundering, provided any pardon of a conviction shall not be considered a conviction;
- Demonstrated financial responsibility, character and general fitness so as to command the confidence of the community and to warrant a determination that the licensee will operate honestly, fairly and efficiently; *(see the financial responsibility section below)*
- Not made a material misstatement in the application.

Financial Responsibility Requirement

Section 36a-489(c) of the C.G.S. explains that a person is not financially responsible when such person has shown a disregard in the management of such person's own financial condition. A determination that a person has not shown financial responsibility may include, but is not limited to:

- Current outstanding judgments, except judgements solely as a result of medical expenses;
- Current outstanding tax liens or other government liens and filings;
- Foreclosures during the three years preceding the date of application for an initial license or renewal of a license;
- A pattern of seriously delinquent accounts within the past three years.

Pre-Requisites for License Applications

- Authorization for Credit Report
- Authorization for Criminal Background Check
- Completion of 21 hours of NMLS-approved Pre-Licensure Education courses (1 hour must be a CT DOB Defined Elective)
- Must satisfy one of the following three conditions related to testing:
 1. Passing score on both the National and Connecticut State components of the SAFE Test, or
 2. Passing score on both the National and Stand-alone UST components of the SAFE Test, or
 3. Passing score on the National Test Component with Uniform State Content.

Note: LPUW licenses expire at the close of business on December 31st of each year, unless renewed. Renewal request must be submitted through the NMLS by 12/31.

Connecticut does not issue paper licenses for this license type.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [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 for additional assistance.

*For U.S. Postal Service & Overnight Delivery:
Connecticut Department of Banking
Consumer Credit
260 Constitution Plaza
Hartford, CT 06103-1800*

YOU ARE NOT AUTHORIZED TO ENGAGE IN LOAN PROCESSING/UNDERWRITING ACTIVITY IN THE STATE OF CONNECTICUT UNTIL YOU HAVE OBTAINED LICENSURE IN CONNECTICUT.

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 Loan Processor/Underwriter License (Individual)	Submitted via...
<input type="checkbox"/>	CT License Fee: \$300 NMLS Initial Processing Fee: \$30	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: \$15 per person.	NMLS
<input type="checkbox"/>	FBI Criminal Background Check: \$36.25 per person.	NMLS
PREREQUISITES – These items must be completed prior to the submission of your Individual Form (MU4).		
Complete	CT Loan Processor/Underwriter License (Individual)	Submitted via...
<input type="checkbox"/>	<p>Pre-licensure Education: Complete 21 hours of NMLS approved pre-licensure education courses – NMLS must indicate you are compliant with this requirement.</p> <p>Note: Connecticut has implemented PE Expiration. PE generally expires after 3 years of not holding a license/registration in any jurisdiction. Please review Section 36a-489a of the Connecticut General Statutes for more details.</p> <p>Note: 1 hour must be a CT DOB Defined Elective. This item generally expires after 3 years of not holding a Connecticut license.</p> <p>General Information ; Course Catalog</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>Testing: Must Satisfy one of the following three conditions:</p> <ol style="list-style-type: none"> 1. Passing score on both the National and Connecticut State components of the SAFE Test, or 2. Passing score on both the National and Stand-alone UST components of the SAFE Test, or 3. Passing score on the National Test component with Uniform State Content <p>NMLS must indicate you are in compliance with this requirement. National Test with UST: General Information ; Content Outline</p>	NMLS (Filing submission)
REQUIREMENTS COMPLETED IN NMLS - These items must be completed during or after the submission of your Individual Form (MU4).		
Complete	CT Loan Processor/Underwriter License (Individual)	Submitted via...
<input type="checkbox"/>	Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license.	NMLS
<input type="checkbox"/>	<p>Credit Report: Authorization for a credit report must be completed through NMLS. Individuals will be required to complete an Identity Verification Process (IDV).</p> <p>General Information</p>	NMLS
<input type="checkbox"/>	Credit Report Explanations: Submit a detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of	Upload in NMLS: under the

	<p>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, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p>Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the Disclosure Explanations section of your Individual Form (MU4).</p> <p>This document should be named [<i>Credit Report Explanations – Sub Name – Document Creation Date</i>].</p>	Documentation Type <u>Credit Report</u> <u>Explanation</u> in the <u>Document Uploads</u> section of the Individual Form (MU4)
<input type="checkbox"/>	<p>Criminal Background Check: Authorization for a FBI criminal history background check to be completed in NMLS. General Information</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Upload complete details of all events or proceedings for each “Yes” response to the Disclosure Questions on Form MU4. Upload copies of any applicable orders or supporting documents in NMLS. Include official court documents for any judgment(s) or felony or misdemeanor conviction(s) and all related documents for any outstanding judgment(s) or lien(s) including evidence of payment.</p>	Upload in NMLS: in the <i>Disclosure Explanation</i> section of the Individual Form (MU4)
<input type="checkbox"/>	<p>Legal Name/Status Documentation: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.</p> <p>This document should be named [<i>Document name</i>] (Ex. Driver’s License, Marriage Certificate, etc.).</p>	Upload in NMLS: under the Documentation Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU4)
<p>The regulator will review the filing and all required documents and communicate with you through NMLS. Pursuant to Section 36a-489 of the Connecticut General Statutes, please be advised that your application shall be deemed abandoned if the required information is not submitted within 60 days of the notification.</p>		

To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See the [License Status Quick Guide](#) for further instruction