



New Application Jurisdiction-Specific Requirements



WISCONSIN MORTGAGE LOAN ORIGINATOR LICENSE (WI RESIDENT VETERAN ONLY)

Instructions

1. Each Mortgage Loan Originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. The Mortgage Loan Originator's license will not be approved until a sponsorship request is submitted by the originator's employer. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. Beginning January 4, 2010, new applicants are required to use NMLS to submit their MU4 filing.
4. Total of the license request including the NMLS processing fee is \$40. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. You will also pay an additional \$36.25 if you authorize a criminal background check at time of application. An applicant must provide the voucher code received from the Department of Veterans Affairs. There is no need to send the \$250 payment for initial license fee – the fee will be waived upon acceptance of the voucher code.
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. Jurisdiction-specific requirements as identified on the checklist below must be received with the checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Wisconsin Department of Financial Institutions
Division of Banking
PO Box 7876
Madison, WI 53707-7876

For Overnight Delivery:

Wisconsin Department of Financial
Institutions
Division of Banking
4822 Madison Yards Way, North Tower
Madison, WI 53705

NMLS **Individual** Unique ID Number: _____

Applicant Legal Name: _____

Applicant's email address: _____

Applicant's phone number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WISCONSIN MORTGAGE LOAN ORIGINATOR LICENSE (WI RESIDENT VETERAN ONLY)
<input type="checkbox"/>	N/A		Pre-licensure Education: Complete 20 hours of NMLS approved pre-licensure education courses – NMLS must indicate you are compliant with this requirement
<input type="checkbox"/>	N/A		Testing: Must satisfy one of the following three conditions: 1.) Passing score on both the National and Wisconsin 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 – NMLS must indicate you are compliant with this requirement.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Criminal Background Check: Authorization for a FBI criminal history background check to be completed in NMLS
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Credit Report: Authorization for a credit report must be completed. Individuals will be required to complete an Identity Verification Process (IDV).
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Wisconsin Veterans Voucher Code: Provide the voucher code from the Wisconsin Department of Veterans Affairs to the Wisconsin DFI staff.
<input type="checkbox"/>	N/A		Licensed Location: A mortgage loan originator shall be assigned to and work out of a licensed or registered office or branch office of the sponsoring mortgage banker, mortgage broker, or registered entity. This office shall either be the mortgage loan originator's residence or be within 100 miles of the mortgage loan originator's residence.

WHO TO CONTACT – Contact *Mortgage Banking* licensing staff by phone at 608-261-7578 or send your questions via e-mail to DFIMortgageBanking@Wisconsin.gov 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 ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.