



National Mortgage Licensing System Testing and Education Appeal Request Form

Purpose – This form is to be used to appeal the invalidation of a test result, or the retraction of education Compliance, or the finding of a violation of the NMLS Rules of Conduct for Test Takers and Education Students and/or the Candidate Test Security and Confidentiality Agreement. Please consult the [Administrative Action Procedures](#) for detailed information about the appeal process.

Directions – Please complete all fields below. The completed form can be emailed to MTEBInvestigations@csbs.org or faxed to (202) 296-1928. Requests with incomplete information will not be considered.

Section I. Contact Information

Salutation: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Other:	
First Name:	Middle Initial:	Last Name:	
Street Address:			
City:		State:	Zip:
Phone:		Email:	

Section II. Appeal Request

Please identify what you wish to appeal:
<input type="checkbox"/> Test Invalidation
<input type="checkbox"/> Education Course Retraction
<input type="checkbox"/> Violation of the NMLS Rules of Conduct for Test Takers and/or Education Students
<input type="checkbox"/> Violation of the Candidate Test Security and Confidentiality Agreement

Section III. Basis for Appeal

The Administrative Action Procedures state “The Appeal Committee may determine that a finding by the SRR investigator(s) of a violation of the CA or ROCTT/ROCS was inappropriate only because of: (1) material errors of fact, or (2) failure of the investigator(s) to conform to published criteria, policies, or procedures.” Please identify the basis for your appeal:	
<input type="checkbox"/> Material errors of fact	<input type="checkbox"/> Failure of the investigator(s) to conform to published criteria, policies or procedures

Describe, in detail, the basis for your appeal as defined above. Be as complete as possible in your description. Please include any documentation related to your appeal request.



I certify that the information provided on, or with, this form is true and correct to the best of my knowledge.

Signature: _____

Date: _____