



Company New Application Checklist Agency Requirements



HAWAII MORTGAGE LOAN ORIGINATOR COMPANY LICENSE

This document includes instructions for a company new application request. If you need to complete a new application for a branch location or individual; refer to the appropriate new application checklists.

Total License costs: \$1,300 including the NMLS processing fee. \$36.26 will be added per FBI Criminal Background Check authorization. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for each required control person. Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Hawaii Division of Financial Institutions

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Note: Financial statements are uploaded separately under the Filing tab, "Financial Statement" submenu. All other documents are uploaded in the Filing tab under the "Document Upload" section of the company form.

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Division of Financial Institutions
Department of Commerce and Consumer Affairs
P.O. Box 2054
Honolulu, HI 96805

For Overnight Delivery:

Division of Financial Institutions
Department of Commerce and Consumer Affairs
King Kalakaua Building
335 Merchant Street, Rm. 221
Honolulu, HI 96813

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	HAWAII MORTGAGE LOAN ORIGINATOR COMPANY LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>For Mortgage Loan Originator Companies with headquarters out of state: Hawaii requires that companies have and maintain a principal place of business in this State.</p> <p>For those companies that maintain their corporate headquarters out of State, the company will have already filed a NMLS Company (MU1) Form for their headquarters, but must add Hawaii as a "checked jurisdiction." Because NMLS can only accommodate one Company (MU1) Form per company, a NMLS Branch Form should be filed for the "Hawaii Principal Place of Business."</p> <p>Out of State companies must also designate a "Qualifying Individual" in the NMLS Company (MU1) Form, who must be licensed as a Hawaii mortgage loan originator and who may be the same individual as the required "Hawaii Principal Place of Business" branch manager, who must also be licensed as a Hawaii mortgage loan originator.</p> <p>Please also note that Hawaii law requires the appointment of a registered agent with an address in Hawaii.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Other Trade Name: DBA's should be listed under Other Trade Names on the NMLS Company (MU1) Form.</p> <p>Upload a file-stamped copy of the Certificate of Registration of Trade Name from the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs.</p> <p>Upload this document in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company (MU1) Form.</p> <p>The box in the "forced" column should be checked if either the Commissioner of Financial Institutions or the Business Registration Division of the Hawaii Department of Commerce and Consumer Affairs will not allow the company to use its legal name for any reason. Hawaii does not limit the number of trade names a company can register and use.</p>
<input type="checkbox"/>	N/A	N/A	<p>Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs.</p>
N/A	N/A	N/A	<p>Bank Account: Bank account information is not required; this field can be left blank on the company form.</p>

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<input type="checkbox"/>	N/A	N/A	<p>Qualifying Individual: Each company is required to designate a qualifying individual in charge of the mortgage loan origination activities or in charge of the oversight of the company's licensed mortgage loan originators. The qualifying individual is required to be a Hawaii licensed mortgage loan originator. The qualifying individual may also be the designated branch manager of a branch.</p>
<input type="checkbox"/>	N/A	N/A	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p>MU2 Individual FBI Criminal Background Check Requirements: The following individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS. Hawaii also requires a State criminal background check. Those individuals, as listed below, will have the opportunity to request a State criminal background check and pay for any applicable fees at the time the FBI criminal background check fingerprinting appointment is scheduled. If the individuals have existing fingerprints on file with NMLS, the applicant must go to www.fieldprinthawaii.com to schedule an appointment.</p> <ul style="list-style-type: none"> FieldPrint Hawaii will ask you to identify the reason for being fingerprinted. Use FP code: HI-DCCA-MB. If you do not select this code, we will not be able to use any information received and you will be required to redo your fingerprints. <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> Direct Owners include any person that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more of a class of voting security of the applicant or licensee. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> All executive officers, directors, general partners, and managing members. <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> Indirect Owners include any person that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more of a class of voting security of the applicant or licensee. In the case of an owner that is a corporation, each shareholder that beneficially owns, has the right to vote, or has the power to sell or direct the sale of 25% or more of a class of voting security of that corporation.

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			<ul style="list-style-type: none"> • In the case of an owner that is a partnership, all general partners and those limited and special partners that have the right to receive upon dissolution, or have contributed a minimum of 25% or more of the partnership’s capital. • In the case of an owner that is a trust, each trustee of the trust. • In the case of an owner that is a Limited Liability Company (“LLC”), (i) those members that have the right to receive upon dissolution, or have contributed, 25% or more of the LLC’s capital, and (ii) if managed by elected or appointed managers, all elected or appointed managers. • Continue up the chain of ownership listing all 25% or more owners at each level of ownership. <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Quick Guides - Company section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file. For the Hawaii criminal background check, new prints are required at the time of application regardless if you already have prints on file.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS. “See Attached” is not acceptable.</p>
<input type="checkbox"/>	N/A	N/A	<p>Certificate of Authority/Good Standing Certificate: For Companies formed and doing business only in Hawaii, upload a Certificate of Good Standing from the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs dated not more than 60 days prior to the filing of an application through NMLS.</p> <p>For Companies formed outside of Hawaii, upload a Certificate of Good Standing issued by the state in which the company is formed, and a Certificate of Good Standing issued by the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs, dated not more than 60 days prior to the filing of an application through NMLS.</p> <p>Upload this document in NMLS under the Document Type “Certificate of Authority/Good Standing Certificate” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>

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<input type="checkbox"/>	N/A	N/A	<p>Management Chart: Upload an organizational chart showing the applicant’s divisions, officers, and managers.</p> <p>Upload this document in NMLS under the Document Type “Management Chart” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p> <p>Upload this document in NMLS under the Document Type “Organizational Chart/Description” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p>Processing Fee: A \$35 processing fee is required for each Control Person, Executive Officer, Director, General Partner, and Managing Member.</p> <p>DFI will submit an invoice for the appropriate amount through NMLS.</p>

The regulator will review the filling and all required documents and communicate with you through NMLS. 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 Review & Definitions](#) quick guide for instructions.

WHO TO CONTACT – Contact DFI MLO licensing staff by phone at (808) 586-2820 or send your questions via e-mail to dfi-nmls@dcca.hawaii.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.