



## Individual New Application Agency Requirements



### HAWAII SOLE PROPRIETOR MORTGAGE ORIGINATOR LICENSE

This document includes instructions for a Sole Proprietor Mortgage Loan Originator License individual new application request. If you need to complete an application for an individual, company or branch location; refer to the appropriate new application checklists.

**Note:** This license type is designed specifically for a sole proprietor whose company consists of a **single individual** who currently hold, or is applying for, a Mortgage Loan Originator Company License.

**Total License costs: \$295 including the NMLS processing fee.**

A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days from the date of application.

You will also pay an additional \$36.25 if you authorize a criminal background check at time of application. Hawaii also requires a state background check.

#### **Fees collected through the NMLS ARE NOT REFUNDABLE.**

A sponsorship request must be submitted by your mortgage loan originator company before your application request will be processed. A sole proprietorship mortgage loan originator company cannot sponsor any other individual other than the sole proprietor.

#### **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.

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

FILED IN NMLS	NOT APPLICABLE	SOLE PROPRIETOR MORTGAGE LOAN ORIGINATOR LICENSE
<input type="checkbox"/>	N/A	<p><b>Pre-licensure Education:</b> Complete 20 hours of NMLS approved pre-licensure education courses which <b>must include 3 hours of Hawaii law</b>. NMLS must indicate you are compliant with this requirement.</p> <p><b>Note:</b> Upon completion of the pre-licensing education, an individual has up to twelve months to apply for licensure as a mortgage loan originator. An individual who applies after the twelve months have expired will be required to repeat the pre-licensing education requirements.</p>
<input type="checkbox"/>	N/A	<p><b>Testing:</b> An applicant must obtain a passing score on the SAFE Mortgage Loan Originator Test - National Component with Uniform State Content.</p> <p>NMLS will indicate you are compliant with this requirement.</p>
<input type="checkbox"/>	N/A	<p><b>Criminal Background Check:</b> An applicant is required to authorize a Federal (FBI) criminal background check (CBC) through NMLS. Hawaii also requires a State criminal history background check.</p> <p>The applicant may request a State criminal background check and pay for any applicable fees at the time the Federal (FBI) criminal background check is scheduled through NMLS.</p> <p>If the applicant has existing fingerprints on file with NMLS, the applicant must go to <a href="http://www.fieldprinthawaii.com">www.fieldprinthawaii.com</a> to schedule an appointment for a State-only background check.</p> <ul style="list-style-type: none"> <li>FieldPrint Hawaii will ask you to identify the reason for being fingerprinted. <b>Use FP code: HI-DCCA-MB</b>. 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.</li> </ul>
<input type="checkbox"/>	N/A	<p><b>Credit Report:</b> Authorization for a credit report must be completed. Individuals will be required to complete an Identity Verification Process (IDV).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide an explanation for any "Yes" response (indicating "See Attached" as an explanation is not acceptable). Upload a copy of any applicable orders or supporting documents in NMLS.</p>

The regulator will review the filing 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](mailto: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.