



## Company New Application Checklist Agency Requirements



### MISSOURI COMPANY LICENSE

This document includes instructions for a company license new application request. If you need to complete an application for a new branch location inside Missouri (branch license), branch location outside Missouri (branch registration); refer to the appropriate new application checklist for those actions. If you are unsure if you qualify for a servicer designation, please contact us directly prior to making any filings within NMLS.

#### Total License costs: \$1,000

- MO Investigation fee: \$300
- MO 1<sup>st</sup> year license fee: \$600
- NMLS Processing fee: \$100
- 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.
- \$36.26 will be added per FBI Criminal Background Check authorization.

NMLS processing fees are not refundable.

#### Use the checklist below to complete the requirements for the Missouri Division of Finance

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.

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

Agency specific requirements marked **Attached** on the checklist below should 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:

*Missouri Division of Finance  
Mortgage Licensing Section  
PO Box 716  
Jefferson City, Missouri 65102-0716*

#### For Overnight Delivery:

*Missouri Division of Finance  
Mortgage Licensing Section  
301 W High Street, Room 630  
Jefferson City, Missouri 65101*

NMLS Company Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MISSOURI COMPANY LICENSE
N/A	<input type="checkbox"/>	N/A	<b>Application Averment &amp; Release Forms:</b> You must complete and submit an original application form with all required signatures directly to the Missouri Division of Finance. <a href="#">Click here to download the form</a>
N/A	<input type="checkbox"/>	N/A	<b>Surety Bond:</b> You may utilize Electronic Surety Bond (ESB) through NMLS or mail an original Missouri Residential Mortgage Loan Broker bond in the amount of \$50,000 furnished by a surety company authorized to conduct business in Missouri. The bond form must be signed by a principal. A bond form can be found <a href="#">here</a> and further bond instructions <a href="#">here</a> .
<input type="checkbox"/>	N/A	N/A	<b>Missouri Location:</b> If you are headquartered outside Missouri and do not qualify for an in-state office exemption*, you must maintain a Missouri office staffed by at least one local MO licensed MLO. You must submit the MU3 form via NMLS for your “main Missouri office” in conjunction with the MU1 license request. [see page 4 for in-state office exemption eligibility]
<input type="checkbox"/>	N/A	N/A	<b>Additional Locations:</b> For other branches located within Missouri you must submit the Branch (MU3) form to request the In-State Branch License branch license. For other branches located outside of Missouri, you must submit Branch (MU3) form to request the Out of State Branch Registration.
<input type="checkbox"/>	N/A	N/A	<b>Formation Document:</b> Upload a certified copy of: <ul style="list-style-type: none"> <li>• Articles of Incorporation and bylaws (if a corporation), or</li> <li>• Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• Partnership Agreement (if a partnership of any form).</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	<b>Resident/Registered Agent:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with Missouri Secretary of State.
N/A	N/A	N/A	<b>Qualifying Individual:</b> Qualifying Individual field does not require an individual, this field can be left blank on the NMLS Company Form.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MISSOURI COMPANY LICENSE
<input type="checkbox"/>	N/A	N/A	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Directors &amp; Influencers of Management</i></p> <ul style="list-style-type: none"> <li>Each director and influencer of management (including executive officers)</li> </ul> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>Owns or controls 10% or more of the applicant</li> </ul> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>Owns or controls 10% or more of the applicant</li> </ul> <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 <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> 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.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Credit Report:</b> Individuals, same as those identified by the above CBC requirements, 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><b>Ownership Chart/Description:</b> Upload an ownership chart if applicant is owned by another entity or person or has subsidiaries or affiliated entities.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Management Chart:</b> Upload a management chart showing the reporting lines of authority for all senior officers and above.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Other Trade Name:</b> List any DBAs you are using in Other Trade Names section of the NMLS Company (MU1) Form. Ensure such names are properly registered with the Missouri Secretary of State's Office as being 100% owned in the applicant's name.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Bank Account:</b> Bank account information must be completed with company's Letter/Line of Credit, Operating, and/or Trust Primary accounts.</p>

**\*In-State Office Exemption:**

**Servicer Designation:** Applicant/Licensee must be primarily engaged in servicing within Missouri. To be considered “primarily engaged in servicing”, the applicant/licensee shall derive 75% or more of their gross income in Missouri from residential loan servicing [see 20 CSR 1140-30.290]

**Manufactured Housing Designation:** Applicant/Licensee must be exclusively making loans secured by manufactured or modular homes. An additional Consent to Venue form must be submitted with your application [see 443.812.6 RSMo]

The Missouri Division of Finance will review the filing and all required documents and communicate with you through NMLS and/or directly. 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 ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT –** *Missouri Division of Finance* mortgage licensing staff by phone at *(573) 751-4243* or send your questions via e-mail to [becky.litfin@dof.mo.gov](mailto:becky.litfin@dof.mo.gov) for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.