NV-FID Qualified Manager Registration
New Application Checklist (Individual)

CHECKLIST SECTIONS

- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded In NMLS

GENERAL INFORMATION

Who Is Required to Have This License?
Pursuant to Nevada Revised Statues Chapter 649, Section 175, “each person who is, or desires to become, the manager of a collection agency shall submit an application for a manager’s certificate to the Commissioner in accordance with the provisions of this chapter.”

NRS 649.035  “Manager” defined.  “Manager” means a person who:
1. Holds a manager’s certificate;
2. Is designated as the manager of a collection agency;
3. Shares equally with the holder of a license to conduct a collection agency the responsibility for the operation of the collection agency; and
4. Devotes a majority of the hours he or she works as an employee of the agency to the actual management, operation and administration of that collection agency.

Commutable Distance Requirements
The designated managers of a collection agency are required to be working from the licensed location. For this reason, the manager must live in a commutable distance to the agency. Nevada law does not permit managers or Nevada collectors to telecommute.

Registration Certificates
The Nevada Financial Institutions Division issues paper licenses for this license type.

Agency Designation
A Qualified Manager is required to be associated with a licensed or pending Nevada Collection Agency or Nevada Foreign Collection Agency.
Manager Application Process – Please read carefully

1) Submit your Collection Agency Qualified Manager application through NMLS on the Individual Form (MU4). Review this checklist to ensure all required information is submitted and uploaded. Several of the required forms can be found on our website and through embedded links in this checklist.

2) If our office needs to request additional information from you, you will receive notice via email and on the NMLS system. It is your responsibility to check for these emails and notices on NMLS.

3) You will be required to grant the collection agency access to your NMLS record so that they can create a company relationship between you and the agency. Steps to complete this process are in this checklist.

4) Once your application is complete and your qualifications are verified, you will receive an email notice that you are qualified to sit for the manager examination.

5) Once a test date is available, you will receive an email with a web form allowing you to reserve a seat for the online test. You will have five days to complete the form. Failure to return the form will delay the license process by 30-60 days. Test dates are extremely limited.

6) After passing the test, you will be invoiced through NMLS for the final $30 license fee. This must be paid within 30 days of the invoice date.

Helpful Resources

- Individual Form (MU4) Filing Quick Guide
- License Status Definitions Quick Guide
- Disclosure Explanations - Document Upload Quick Guide
- State-Specific Education Chart
- Individual Test Enrollment Quick Guide
- Course Enrollment Quick Guide

Contact Nevada Financial Institutions Division licensing staff by phone at (775) 684-2970 or send your questions via email to FIDLicensing@fid.state.nv.us for additional assistance.

For U.S. Postal Service:
Nevada Financial Institutions Division
Attn: Application Processing
1830 E. College Pkwy, Ste 100
Carson City, NV 89706

For Overnight Delivery:
Nevada Financial Institutions Division
Attn: Application Processing
1830 E. College Pkwy, Ste 100
Carson City, NV 89706

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
### LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

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|          | Nevada Application/Investigation Fee: $305.00  
Credit Report: $15  
FBI Criminal Background Check: $36.25 | NMLS (Filing submission) |
|          | Nevada License/Registration Fee: $30.00  
  - This fee will be invoiced after the applicant has taken and passed the Nevada Collection Agency Manager examination. | NMLS (Agency Fee Invoice) |

### REQUIREMENTS COMPLETED IN NMLS- These items must be completed during or after the submission of your Individual Form (MU4).

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<td></td>
<td>Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.</td>
<td>NMLS</td>
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|          | Criminal Background Check: Authorization for an FBI criminal history background check to be completed in NMLS.  
After you authorize the FBI criminal history background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted.  
See the [Completing the Criminal Background Check Process Quick Guide](#) for information.  
**Note:** If you are able to ‘Use Existing Prints’ to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the background check will begin to process automatically. | NMLS |
|          | Credit Report: Authorization for a credit report must be completed. Upon initial authorization, you are required to complete an Identity Verification Process (IDV) within the Individual Form (MU4). See the [Individual (MU4) Credit Report Quick Guide](#) for instructions on completing the IDV.  
**Note:** The same credit report can be used for any existing or additional licenses for up to 30 days. | NMLS |
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<td>Company Relationship: All Qualified Managers must be associated with a licensed or pending Nevada Collection Agency or Nevada Foreign Collection Agency. You must grant access to your agency so it can create a Company Relationship in NMLS. See the MU4 Guide for step-by-step instructions on granting access to your agency.</td>
<td>NMLS</td>
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<td>Company Sponsorship: A sponsorship request must be submitted by your employer. Nevada will review and accept or reject the sponsorship request. After granting your agency access to your NMLS account as described above, you should notify the agency to complete the relationship and sponsorship process.</td>
<td>The collection agency will complete this step through NMLS.</td>
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<td>Employment History: The business address listed in the Employment History section of the Individual Form (MU4) must match the address of the registered location in the Company Relationship.</td>
<td>NMLS</td>
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<td>Note: Nevada requires the Qualified Manager to live within a commutable distance to the licensed agency it is associated with.</td>
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### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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<td>Credit Report Explanations: Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</td>
<td>Upload in NMLS: under the Document Type Credit Report Explanations in the Document Uploads section of the Individual Form (MU4).</td>
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<td>Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the Disclosure Explanations section of your Individual Form (MU4).</td>
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<tr>
<td>This document should be named Credit Report Explanations – Sub Name – Document Creation Date.</td>
<td></td>
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<tr>
<td>Legal Name/Status Documentation: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.</td>
<td>Upload in NMLS: under the Document Type Legal Name/Status Documentation in the</td>
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This document should be named *[Document Name]* (Ex. Driver's License, Marriage Certificate, etc.).

**Verification of Experience**: Submit the completed Verification of Experience forms showing your applicable collection agency experience. The forms can be found [here](#). Each applicant must submit proof that they:
- Have had not less than 2 years’ full-time experience with a collection agency in the collection of accounts assigned by creditors who were not affiliated with the collection agency except as assignors of accounts. At least 1 year of the 2 years of experience must have been within the 18-month period preceding the date of filing the application.

This document should be named *Verification of Experience – Qualified Manager*.

**Upload in NMLS**: under the Document Type *Verification of Experience* in the *Document Uploads* section of the Individual Form (MU4).

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**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS** - These items must be completed outside of NMLS and submitted directly to the regulator.

Submit all items in a single email with three separate attachments. The email should use the subject line:

*[Last Name] – [NMLS ID #] – Additional application documentation*

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<td><strong>Child Support Information</strong>: Submit a completed Child Support Information form. The form can be found <a href="#">here</a>. Pursuant to NRS 425.520, the Nevada Financial Institutions Division is required to obtain information related to child support payment for all occupations individual license holders.</td>
<td>Email to <a href="mailto:FIDQM@fid.state.nv.us">FIDQM@fid.state.nv.us</a></td>
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<td><strong>Photographs</strong>: Submit three original photographs, 2 1/2 x 2 1/2 (Right, Front and Left View) as required by NRS 649.196 (2).</td>
<td>Email to <a href="mailto:FIDQM@fid.state.nv.us">FIDQM@fid.state.nv.us</a></td>
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<td><strong>Veteran Status Disclosure</strong>: Submit a complete Veteran Status form. The form can be found <a href="#">here</a>.</td>
<td>Email to <a href="mailto:FIDQM@fid.state.nv.us">FIDQM@fid.state.nv.us</a></td>
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